

Town of Mansfield, Connecticut Annual Report

Fiscal Year 2008-2009



www.MansfieldCT.org



Audrey P. Beck Municipal Building
4 South Eagleville Road
Mansfield, CT 06268

HOURS

M/T/W...8:15am to 4:30pm
Thursday...8:15am to 6:30pm
Friday...8:00am to 12:00pm

The Audrey P. Beck Municipal Building is located at the junction of Route 195 and Route 275, one-quarter mile south of the University of Connecticut campus.

The Mansfield Public Library, the Mansfield Board of Education, the Mansfield Community Center, the Animal shelter, the Mansfield Senior Center and the Mansfield Public Works Garage follow their own established schedule of operations.

MANSFIELD FACTS

Area: Mansfield is 45.5 square miles.

Population: In 2009, Mansfield had an estimated population of 24,884.

Registered Voters: As of January 2010, Mansfield had 12,052 registered voters: Democrats - 5,128; Republicans - 1,509; Unaffiliated - 5,366; Other - 49.

Form of Government: Mansfield has a Town Council -Town Manager form of government, in addition to an annual town meeting. (The 2010 Annual Meeting will be held on May 11, 2010 in the Mansfield Middle School Auditorium.)

Tax Rate: The mill rate for Fiscal Year 2008/09 was 25.71 mills.

Net Grand List: In Fiscal Year 2008/09 Mansfield's net grand list was \$926,094,925.

Fire Protection: Mansfield has 3 fire stations with a combination of volunteer and paid personnel.

Police Services: Mansfield provides police services with eight state troopers and three part-time town officers.

Schools: Mansfield has 3 elementary schools (PK-4), Goodwin, Southeast and Vinton; one middle school (5-8), Mansfield Middle School; and one regional high school (9-12), E.O. Smith High School.

Student Enrollment: In 08/09, Mansfield had a total enrollment of 1,270 in grades PK-8 and 1,201 in grades 9-12 (636 Mansfield residents).

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TOWN COUNCIL

Elizabeth C. Paterson, Mayor
429-3336



The Town of Mansfield operates under the Council-Manager form of local government, with the Town Council acting as the legislative and policy-making body and exercising all powers of the Town except those specifically vested elsewhere by town charter or state statutes. The nine-member Town Council is elected biennially on an at-large basis. Council members serve without pay and elect one of their fellow members to serve as Mayor. The Town Council conducts its regular meetings on the second and fourth Monday of each month, and holds special meetings as needed. The Council also has three standing committees - Committee on Committees, Finance and Personnel. Ad hoc committees are appointed to review particular issues and submit recommendations to the full Council.

The Town of Mansfield is a member of the Connecticut Conference of Municipalities, the Council of Small Towns, the Eastern Highlands Health District, the Mansfield Downtown Partnership, the National League of Cities, and the Windham Region Council of Governments.

Accomplishments for FY 2008-2009

- Maintained active involvement with the Mansfield Downtown Partnership (three council members currently sit on the Partnership's Board of Directors);
- Reviewed work of Strategic Planning Steering Committee, *Mansfield 2020: A Unified Vision*. Sought input on the plan from a number of advisory committees and elected boards;
- Established ad hoc advisory committee to assist with Four Corners sewer project and created new Sustainability Advisory Committee to help lead Town's efforts to promote environmental and economic sustainability and quality of life;
- Purchased three key open space parcels: 55-acre Dorwart property; 69-acre Mansfield recreation Park (Lions Club); and 135-acre Moss Sanctuary. Also contributed to Joshua Trust's acquisition of 5.9-acre Luce property adjacent to Coney Rock Preserve;
- Worked with Town Manager and staff to implement deficit mitigation plan to address economic downtown and loss of non-tax revenue;
- In collaboration with the Mansfield Downtown Partnership, co-sponsored several successful community events, including the *Tour de Mansfield* (bike tour), *Festival on the Green* and *Winter Fun Day*;
- Continued to help lead the Mansfield Community-Campus Partnership (MCCP). The MCCP's mission is to improve the quality of life for all members of the community, and to promote positive community-campus relations;
- Monitored various community developments and issues affecting Mansfield residents such as UConn Landfill, proposed UConn compost facility and water/wastewater issues;
- Designated preferred developer for assisted/independent living project.

Plans for FY 2008-2010

- Continue to monitor and adjust fiscal policy as appropriate, in light of current economic conditions;
- Continue work on key sustainable development initiatives, including the Storrs Center project and Four Corners sewer project; provide assistance to new Sustainability Advisory Committee with its work;
- Provide policy direction and leadership to maintain and improve campus-community relations; support work of Committee on Community Quality of Life;
- Review recommendations from advisory committees regarding *Mansfield 2020: A Unified Vision*; implement various aspects of the plan as appropriate.

TOWN MANAGER'S OFFICE

Matthew W. Hart, Town Manager

429-3336

The Town Manager is appointed by the Town Council to serve as the chief executive officer of the Town, and is charged with implementing Council policy and overseeing the work of all Town departments. In addition, the Town Manager serves as the Director of Public Safety, the Personnel Officer and the legal Traffic Authority. The Town Manager's staff is directly responsible for human resources and risk management and provides staff support to the Town Council and various advisory boards and committees.

Accomplishments for FY 2008-2009

- Gathered feedback from a number of advisory committees and elected boards regarding *Mansfield 2020: A Unified Vision* (Strategic Plan); continued to assist Council with prioritization and implementation of plan;
- Conducted peer review of public elements of the Storrs Center project, including the fiscal impact analysis and planned parking facilities; continued work on a comprehensive development agreement between the Town and the preferred developer; continued research to develop a parking management plan for the project;
- Worked with department heads and Mansfield Superintendent of Schools to prepare and implement a deficit mitigation plan in response to economic slowdown and loss of various non-tax revenues; implemented various staffing changes at Community Center to address potential deficit and promote long-term stability in the Recreation Fund;
- Installed a small cogeneration facility at the Community Center and re-bid the Mansfield Middle School fuel conversion project. Both projects will allow the Town to realize significant cost savings while using a cleaner source of energy;
- Initiated Hunting Lodge Road Bikeway project; extended rental housing certification zone at no additional cost;
- Received authorization to purchase three key open space parcels: 55-acre Dorwart property; 69-acre Mansfield recreation Park (Lions Club); and 135-acre Moss Sanctuary. Also contributed to Joshua Trust's acquisition of 5.9-acre Luce property adjacent to Coney Rock Preserve;
- Participated in UConn Board of Trustee's review of spring weekend; continued to work with public safety, university and landlord representatives to mitigate the impact of parties and related activity at student housing complexes adjacent to campus;
- Continued to oversee a \$500,000 small cities community development grant for the installation of sprinklers and fire safety improvements at Juniper Hill Village (senior housing);
- Assisted with coordination of WINCOG region economic development program; participated in Government Finance Officers Association pilot performance measures study;
- Worked cooperatively with Town Clerk's Office to develop a Freedom of Information (FOI) policy and set of procedures for processing requests;
- Completed Assisted/Independent Living Advisory Committee review of responses to RFP and recommended a preferred developer to Town Council;
- Recruited and filled various full-time and part-time Town staff positions, including member services coordinator and finance director; completed negotiations for successor collective bargaining agreements with Police, Public Works, and Professional and Technical unions.

Plans for FY 2009-2010

- Assist Town Council with its review and prioritization of the recommendations presented in *Mansfield 2020: A Unified Vision*; continue implementation of various aspects of the strategic plan;
- Complete negotiation of proposed development agreement with Storrs Center preferred developer; continue preparation of Storrs Center parking management plan;
- Finalize and submit proposal for school renovation project to Town Council and Mansfield Board of Education. Pending Council's approval, submit proposal to voters for fall 2010 referendum;
- Assist advisory committee with Four Corners Sewer project, and develop action plan for implementation. Continue participation in WINCOG region economic development project;
- Complete Middle School fuel conversion project and Hunting Lodge Road bikeway;
- Assist new Sustainability Advisory Committee with its work; continue efforts to promote sustainability in municipal operations and practices;
- Review and analyze police service delivery system, with respect to present and future needs, resource allocation and potential partnerships;
- Continue to update various human resources policies; complete revision to personnel rules for nonunion employees. As necessary, recruit and fill various vacant staff positions; Provide training opportunities for employees.

ANIMAL CONTROL

Noranne Nielsen, Animal Control Officer

487-0137

The Animal Control Department consists of a full-time Animal Control Officer, a part-time Assistant Animal Control Officer and one seasonal part-time kennel cleaner. The department is responsible for the enforcement of State Statutes concerning canines, felines and sick wildlife, and for managing the Animal Control Facility. Animal Control responds to complaints from residents concerning dog problems, any animal bites and/or scratches to humans and impounding of stray dogs. The department also issues infractions, misdemeanors, written warnings, notices to license dogs, notices to vaccinate animals against rabies, notices to spay or neuter cats, strict confinement orders, close observation orders, quarantine orders, restraining orders, and disposal orders. In addition, Animal Control is responsible for the redemption of impounded animals and the adoption or disposal of unclaimed animals. Each year a door-to-door canvas covering one-fifth of the town is conducted in search of unlicensed dogs and unvaccinated and unaltered cats. The main purpose of this survey is to get as many pets as possible vaccinated for rabies. Vaccinating pets places a barrier against rabies between wildlife and humans.

Accomplishments for FY 2008-2009

- Responded to approximately 2000 complaints, issued 570 warnings, 92 notices to license and 10 infractions;
- Quarantined 16 dogs and 4 cats. Impounded 288 animals of which 80 were reclaimed, 174 were adopted out to new owners, 13 were struck by vehicles, and 15 were too sick or aggressive to place;
- Partnered with the towns of Scotland and Hampton, regarding the impoundment of their stray dogs. 13 dogs from Scotland and Hampton were impounded, which brings our total impoundments to 301;
- The town of Mansfield adopted a mandatory cat spay neuter ordinance effective June 16, 2006 to decrease the cat population. The ordinance is successfully enforced; 19 notices to spay/neuter were issued;
- Implemented software program for monthly State reports.

Plans for FY 2009-2010

- Continue with the volunteer and community service/senior projects program on a time available basis;
- Design and implement software for financial reports;
- Continue education to the public and school children. School topics include: dog bite prevention, dangers of rabies and humane treatment of animals;
- Conduct the door-to-door canvas for unlicensed and unvaccinated pets and unaltered cats;
- Sell shelter services to the town of Scotland for the impoundment of their stray dogs;
- Inspect residences with a kennel license on an annual basis.

MANSFIELD BOARD OF EDUCATION

Frederick A. Baruzzi, Superintendent

429-3350

The Public Schools of Mansfield value the important contributions of students and teachers from diverse racial, ethnic and economic backgrounds. As a culturally and socio-economically diverse school district, the Mansfield Public Schools make every effort to provide equal opportunity for all students. We are dedicated to ensuring that all students have access to every program through heterogeneously-grouped classes and multiple levels of access.

Accomplishments for FY 2008-2009

- Our elementary schools offer the Spanish language in grades 2 through 4, placing strong instructional emphasis on the cultures of the Hispanic world;
- At Goodwin School, a Student Backpack Brigade fills backpacks and donates them to area shelters and the PTO organizes Diversity Mixers culminating in an International Potluck Dinner;
- At Southeast School, there are cultural, musical, and artistic assemblies and community service projects to raise money and/or collect food, clothing, blankets and toys to donate to needy families;
- At Vinton School, the PTA provides monthly access to cultural, artistic, and musical assemblies and on-site museum programs bring enrichment opportunities to children regardless of economic background;
- Mansfield Middle School is unique in offering four different world languages (French, Spanish, German and Latin), a German and Chinese student exchange program. Afterschool programs offer exploratory and enrichment opportunities outside the regular classroom;

MANSFIELD BOARD OF EDUCATION continued...

- All schools participate in integrated art and dance programs, all schools participate in an inter-district summer Academy of International Arts and Science Studies, a ten-school-district summer camp program that has helped to reduce racial, ethnic and economic isolation;
- Our elementary and middle school students perform well on the Connecticut Mastery Test. We continue to analyze any changes in student performance data, as well as individual student longitudinal test results, to identify needs for program adjustments;
- On the 2009 CMT, Mansfield Public Schools students achieved State Goal at the following rate:
 - Mathematics: Grade 8 – 81.9%, Grade 7 – 78.4%, Grade 6 – 80.1%, Grade 5 – 71.3%, Grade 4 – 83.3%; Grade 3 – 85.0%
 - Reading: Grade 8 – 86.8%, Grade 7 – 87.2%, Grade 6 – 85.7%, Grade 5 – 73.7%, Grade 4 – 75.8%, Grade 3 – 73.7%
 - Writing: Grade 8 – 86.9%, Grade 7 – 80.9%, Grade 6 – 77.9%, Grade 5 – 72.3%, Grade 4 – 74.2%, Grade 3 – 72.2%
 - Science: Grade 8 – 88.8%, Grade 5 – 80.3%
- Improvement plans for all four schools include an assessment protocol being implemented for the second year to more closely monitor student achievement. Specific goals focus on moving more students from Level 3 to Level 4 (State Goal) in all four areas of the Connecticut Mastery Test, by intervening early through increased instructional time (through full-day kindergarten), to differentiated instruction, more efficient use of support services, and align instruction with curricular goals for greater student achievement.

Plans for FY 2009-2010

- Help every student to be a confident and successful learner;
 - Improve the reading, writing, and math achievement of every student;
 - Motivate and engage every student; increase student safety, health, and well-being.
- Attract, hire, and retain qualified and motivated professional staff;
- Monitor and regularly assess the district's facilities in terms of space, security needs, and maintenance;
- Foster and increase communication between the Board of Education and the community it serves regarding educational issues, as well as currently/frequently asked questions;
- Reduce energy consumption and minimize the district's environmental impact.

The Mansfield Board of Education has a long-established tradition of equitable distribution of resources to ensure that each school in the district receives the same level of material and financial resources. Assurance that resources are equally shared is fundamental to the purpose of American public education and the Mansfield Public Schools are proud stewards of this national commitment to equity.

DEPARTMENT OF BUILDING AND HOUSING INSPECTION

Michael Nintean, Director

429-3324

The Department of Building and Housing Inspection is responsible for the administration and enforcement of the Connecticut Building and Demolition Codes as well as the Mansfield Housing Code. The Building division accepts and reviews construction documents for all construction projects within the town with the exception of those on state and federal property. Documents are reviewed to determine compliance with the State Building Code. The department also coordinates and directs applicants to all other applicable town departments. Periodic site inspections are conducted to confirm compliance with the submitted documents and the Building Code. Reports are issued if violations are noted and follow-up inspections are conducted to assure code compliance. Upon completion of projects a certificate of occupancy or approval is issued pursuant to state statutes. The department is also on call 24 hours a day to inspect structures and equipment damaged by fire or accident to determine what if any action is necessary. The Housing division enforces the Property Maintenance Code as adopted for rental dwelling units within town. The department responds to complaints on a town wide basis and inspects approximately 1175 units within the overlay zone that includes 75% of the rental dwelling units in Mansfield. Complaints are investigated and if violations are observed proper action is taken to assure the abatement of the violation(s) pursuant to the provisions of the Property Maintenance Code. The rental units within the overlay zone are inspected once every 2 years as determined by the implementation schedule of inspection. If the unit is in compliance a certificate is issued when the \$150 fee has been paid. If violations are found proper action is taken pursuant to the code.

DEPARTMENT OF BUILDING AND HOUSING INSPECTION continued...

Accomplishments for FY 2008-2009

- All inspectors attended required educational seminars to maintain state licenses;
- Continued daily department activity of permitting, plan review and inspection;
- Maintained Landlord Registry & Rental Certification zone documentation;
- Implemented new “Microsoft Access” database to streamline administrative duties;
- Continued blight patrols to enforce Litter ordinance;
- Director worked as co-chair of the state-wide task force reviewing the possible implementation of a State Housing Code;
- Implemented increased building permit fees;
- Implemented the increased educational fee charged on all building permits;
- Compliance with the town fats, oils and grease ordinance by restaurants on Storrs Road was completed;
- Adapted department functions to reflect loss of administrative assistant staff levels;
- Implemented change in septic cleaning provisions within the Housing Code.

Plans for FY 2009-2010

- Continue to implement enforcement of the Housing Code;
- Continue normal Building Department functions i.e. permitting, plan review, inspections, etc.;
- Continue to explore state-wide legislation aiding in enforcement of regulations for storable pools;
- Incorporate changes to the State Building Code effective August 1, 2009;
- Work with the Community Quality of Life committee as directed to explore implementation of new regulations and changes to the current Housing Code and other quality of life issues;
- Adapt department functions to reflect 30% cut to inspection staff;
- Continue to work with staff to make new database run efficiently;
- Continue work on state-wide Housing Code task force.

MANSFIELD DOWNTOWN PARTNERSHIP, INC.

Cynthia van Zelm, Executive Director

429-2740

The Mansfield Downtown Partnership, Inc. is an independent, non-profit organization. Its mission is to strengthen and revitalize the three commercial areas of Storrs Center, Mansfield Four Corners, and King Hill Road by retaining and improving existing businesses, attracting new business, and initiating real estate development and public improvements that are consistent with physical master plans. In addition, the Partnership holds special events and acts as an advocate for the three commercial areas. As a public-private partnership, the organization is composed of representatives from the community, business, Town of Mansfield, and the University of Connecticut.

Accomplishments for FY 2008-2009

- Received US Army Corps of Engineers wetlands permit;
- Received CT Department of Environmental Protection stormwater management system permit;
- Received Connecticut State Traffic Commission certificate for improvements to Storrs Road – the last remaining pre-construction planning permit;
- Completed comprehensive Sustainability Guidelines for Storrs Center;
- Received \$712,500 in federal budget to use for public infrastructure for Storrs Center;
- Worked with the Town to solicit a Request for Qualifications for design work on Storrs Road; BL Companies contracted to conduct design work on Storrs Road;
- Worked with the Town to retain the Greater Hartford Transit District to administer design funding for the first Storrs Center garage;
- Endorsed by 1,000 Friends of CT as an outstanding example of smart growth development (one of two projects in Connecticut);
- Featured at the International Council of Shopping Centers Connecticut Alliance Program;
- With Joshua’s Trust, led first walk of Storrs Center as part of annual CT Trails Day in June;
- Held 5th Annual *Festival on the Green*, featuring the Mohegan Sun All-Stars band, children’s events, a juried art exhibit, and an expanded “Celebrate Mansfield” Parade;

MANSFIELD DOWNTOWN PARTNERSHIP continued...

- Held 3rd annual Winter Fun Day in partnership with the Town and the Mansfield Community Center;
- Produced eighth and ninth Partnership newsletters highlighting the *Festival on the Green*, the federal funding for infrastructure and the initiation of tenanting for Storrs Center;
- Assisted Town Manager's Office with the 4th Annual Tour de Mansfield: Village to Village Bike Tour in July;
- Continued public outreach to the community through meetings, presentations, and media including print, website, radio, and TV, about plans to revitalize downtown Mansfield.

Plans for FY 2009-2010

- Complete design for Storrs Road and begin construction;
- Develop parking management plan for Storrs Center;
- Complete design of first parking garage;
- Pursue local, state, federal, and private grant opportunities for planning and construction at Storrs Center, and projects and events;
- Monitor solicitation of commercial businesses by master developer LeylandAlliance; assist with marketing strategies;
- Produce and implement Partnership strategic plan;
- Hold 6th annual *Festival on the Green* in Storrs Center in September 2009;
- Hold 4th annual Winter Fun Day in February 2010;
- Work with Town of Mansfield to hold 5th Annual Tour de Mansfield in July 2010;
- Produce newsletter in September 2009 and Spring 2010;
- Continue outreach through publications including continual update of website, electronic mail, speaking engagements, involvement on Town of Mansfield, University of Connecticut, and other organizational committees.

EASTERN HIGHLANDS HEALTH DISTRICT

Robert Miller, Director
429-3325

The Towns of Bolton, Coventry, and Mansfield established the Eastern Highlands Health District on June 6, 1997 as a cooperative effort to pool their resources and create a regional full-time professional health department. Reducing costs and improving both the scope and quality of public health services in the community were the objectives of establishing the District. Seven more towns joined between 2000 and 2005. They are Andover, Ashford, Chaplin, Columbia, Scotland, Tolland and Willington. The mission of the Eastern Highlands Health District is to prevent illness and promote wellness in the communities it serves. The pursuit of this mission is realized by assuring that other community agencies provide certain public health services within the region and by providing specific public health services directly. The services directly provided include a communicable disease control program, public health education, community assessment and public health planning, emergency preparedness and a comprehensive environmental health program. The main components of the environmental health program include on-site subsurface sewage disposal permitting, complaint investigation program, food establishment licensing and inspection, and environmental monitoring program.

Accomplishments for FY 2008-2009

- Board of Directors adoption of an operating budget of \$728,99 for FY 08/09, which is a 7.9% reduction from the previous fiscal year;
- Completed upgrade of district wide permit tracking system and user interface;
- Procured \$225,000 in grant funds from the State Department of Public Health to support programs in three program areas that include healthy behaviors in women over 55 and school aged children, and public health emergency planning and preparedness;
- Development and implementation of a public pool inspection program;
- Development and adoption of health district purchasing rules;
- Negotiated and executed environmental health services agreement with Chatham health district to offset projected revenue deficit;
- Activated EHHD Pandemic Response Plan in response to 2009 H1N1 Influenza A outbreak;
- Convened ad hoc committee to develop food vendor fee schedule for farmers markets;

EASTERN HIGHLANDS HEALTH DISTRICT continued...

- Important emergency preparedness activities this fiscal year include extensive updates to the EHHD emergency response plan, extensive participation in regional planning efforts for DEMHS Regions 3 & 4, planning and conducting table top exercises and field drills addressing pandemic influenza, and staff training in applicable areas of emergency preparedness;
- Health promotion activities this fiscal year included the reinvigoration of the Matters of the Heart Partnership funded by grants from the National Association of Chronic Disease Directors, and the expansion of employee wellness program BeWell;
- Communicable disease control activities included reviewing and following up on as needed 1,379 case reports, and conducting 8 outbreak investigations;
- The main FY 08/09 indicators for environmental health district activity in Mansfield include: 137 site inspections for septic systems; 33 septic permits issued; 26 well permits issued; 35 complaints investigated; 83 environmental samples taken for lab analysis; 228 food establishment inspections and other health inspections; 80 B100a building permit reviews; and, 133 test pits and/or perk tests.

Plans for FY 2009-2010

- Continue to update and exercise local emergency response plans. Develop a funding strategy for long-term program continuation in anticipation of federal funding reductions;
- Mitigate impact of 2009 H1N1 Influenza on population via social distancing, education, and vaccinations;
- Continue to pursue other funding sources to maintain existing scope of quality services and possibly expand health promotion programs;
- Expand BeWell employee wellness program to other employers in the community;
- Development and implementation of policy and environmental changes that promote healthy behaviors;
- Address the individual public health needs of member towns as they arise.

OFFICE OF EMERGENCY MANAGEMENT

John Jackman, Director

429-3324

The goals of the Office of Emergency Management are to: prevent and minimize the loss of life and property due to a natural or technical disaster; reduce the amount of personal hardship; ensure that essential services are provided to all residents during and after an emergency or disaster; and encourage the use of preplanning and preparedness to mitigate the effects of disasters and emergencies. To accomplish these goals the Office of Emergency Management reviews plans and seeks guidance from the Emergency Management Advisory Council, holds drills, develops Emergency Operations Plans, and coordinates the Town's response to emergencies or disasters. In addition the Office of Emergency Management administers the Town's Hazardous Materials Right To Know Program & Chemical Emergency Plans, and Voice Communications Fund.

Accomplishments for FY 2008-2009

- The Mansfield EOP (Emergency Operations Plan) was reviewed and audited by the DEMHS (Department of Emergency Management and Homeland Security). The audit found the Mansfield EOP to be current and consistent with State and Federal guidance;
- Several Emergency Management Advisory Council meetings were held;
- Worked with the DEMHS Region IV Regional Emergency Planning Team to develop and implement a regional spending plan and to finalize the regional Emergency Operations Plan;
- Worked with the DEMHS Region IV Regional Emergency Planning Team to develop a draft regional Emergency Operations Plan;
- Staff completed several emergency management training programs (National Incident Management System, National Response Plan and responding to and recovering from terrorism incidents);
- Staff continued to assist and support the Eastern Highlands Health District with planning for health emergencies;
- Staff participated in the DEMHS Region IV all hazard, multi discipline regional EOP planning initiative;
- Staff participated in the DEHMS Region IV first regional emergency operations drill;
- Prepared for and assisted with the Town's response to UConn's Spring Weekend;
- Conducted CPR and AED training for staff;
- Administer the U.S. Department of Homeland Security Fiscal 2007 Grant Programs;
- Conducted an inventory and audit of the Town's communications systems.

OFFICE OF EMERGENCY MANAGEMENT continued...

Plans for FY 2009-2010

- Work with the DEMHS Region IV Regional Emergency Planning Team to implement the regional spending plan and to finalize the regional Emergency Operations Plan;
- Revise and update the Town's Emergency Operations Plan and Annexes to ensure that the EOP is consistent with the newly developed regional plans;
- Conduct an Emergency Management table-top exercise;
- Continue to administer the U.S. Department of Homeland Security Fiscal Year Grant Programs;
- Continue to seek funding opportunities.

FACILITIES MANAGEMENT DEPARTMENT

William Hammon, Facilities Management Director

429-3320

The department is responsible for the maintenance and repair of Town buildings and equipment, including the Audrey Beck Municipal Building, Mansfield Public Library, three Fire Stations, Senior Center, Wellness Center, Public Works buildings, Bicentennial Pond buildings, Dog Pound, Landfill buildings, Mansfield Discovery Depot, Mansfield Downtown Partnership, Eagleville School House, Joshua's Trust, Maintenance Shop, Old Town Hall, School Bus Garage, Lion's Park Concession building and the former Town Office building, along with the four schools. Specific duties include septic tank maintenance; boiler and oil burner maintenance and repairs; well maintenance; electrical, plumbing and roof repairs; general building repairs; and vandalism and building equipment repairs. The department is staffed with full and part-time custodial personnel and skilled maintenance personnel. The department also maintains contracts with various vendors to provide annual service on fire and burglar alarms, hood systems, emergency generators, boiler cleaning and fire extinguishers, as well as providing exterminator service. The department has established an in-house preventative maintenance program to ensure that all buildings and related equipment are kept in good repair. Adequate maintenance parts and custodial supplies are kept on hand to guarantee uninterrupted use of the facilities.

Accomplishments for FY 2008-2009

- Finalized and approved plans for the Mansfield Middle School heating system;
- Completed OSHA mandated training for all staff;
- Repaired all known roof leaks in all town buildings;
- Completed repairs to Mansfield Middle School from vehicle damage, as well as related asbestos abatement;
- Installed improved security systems at all schools;
- Installed co-gen at Mansfield Community Center, saving energy and providing electricity in case of an extended outage;
- Repaired boiler at Goodwin Elementary School;
- Moved garbage dumpster at Southeast Elementary School for improved safety;
- Built drain outside Mansfield Middle School library;
- State mandated three-year asbestos inspection was completed;
- Obtained dependable transportation for Town Hall custodian;
- Went through safety training for ropes course so they can be properly maintained;
- Installed playscape at Goodwin Elementary School;
- Repaired floor in Tax Assessors Office at Town Hall;
- Repaired/Modified portable generator for Town of Mansfield;
- Drafted and received approval for an Energy Policy for the Town of Mansfield;
- Replaced old refrigerators with new energy efficient models;
- Integrated the maintenance of Mansfield Community Center under our department control;
- Worked with Building Committee to determine what to do about elementary schools;
- Studied Southeast Elementary School for site availability of one school option;
- State mandated asbestos plan books updated for all schools;
- Completed repairs and improvements to Senior Center resulting from car damage;
- Purchased air conditioning equipment for Mansfield Daycare;
- Replaced light bulbs in all town buildings for energy savings;
- Started work on Mansfield Middle School heating system;

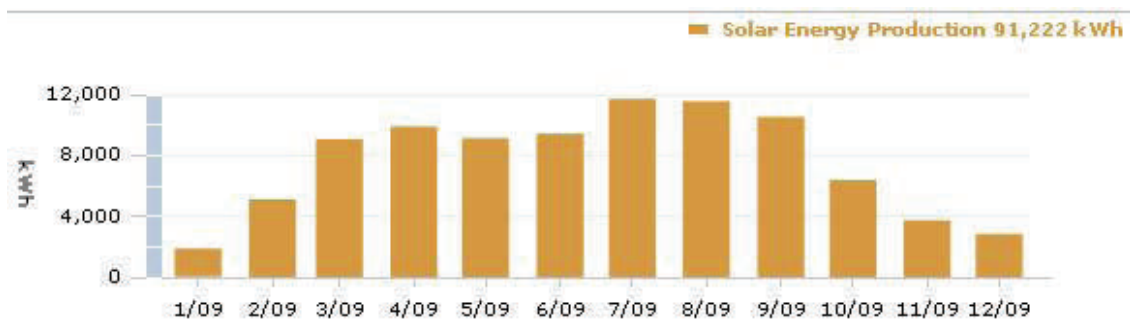
FACILITIES MANAGEMENT continued...

- Awarded contract for gas line to Mansfield Middle School;
- Wrote Custodial/Maintenance Handbook for all staff;
- Received quotes for energy saving capital investments;
- Completed 1,346 work orders; many others completed without paperwork;
- Evaluated and repaired playscape at Vinton Elementary School;
- Added new playscape to Vinton Elementary School;
- Completed Building Operator Certification Course;
- Trained staff members as Certified Pool Operators;
- We are now responsible for cleaning and preventive maintenance of small boilers for the town, saving approximately \$6,000 per year.

Plans for FY 2009-2010

- Continue to work on Mansfield Middle School heating project;
- Work with School Building Committee on four-school modernization project;
- Obtain authorization to activate co-gen at Mansfield Community Center;
- Find ways to reduce overtime;
- Improve security at all schools;
- Reduce the number of open work orders;
- Complete energy use graphs for all major town owned buildings;
- Insure MSDS (Material Safety Data Sheets) system is up-to-date based on OSHA regulations.

Electricity generated by solar panels at the Mansfield Community Center from January 2009—December 2009



FINANCE DEPARTMENT
Cheryl Trahan, Finance Director
429-3343

The Department of Finance provides centralized financial management services for the Town of Mansfield, the Mansfield Board of Education, the Mansfield Discovery Depot daycare center, the Mansfield Downtown Partnership and by contract for the Region 19 School District and the Eastern Highlands Health District. The Director of Finance oversees, directs, and coordinates the activities of the Departments of Accounting and Disbursements, Revenue Collection, Property Assessment, Central Services, and Treasury Management.

Accomplishments for FY 2008-2009:

- Received Certificate of Achievement for Excellence in Financial Reporting for both the Town and Region 19;
- Prepared the fiscal year 2007-2008 Comprehensive Annual Financial Report for the Town of Mansfield, Regional School District No. 19 and Eastern Highlands Health District;
- Provided fiscal analysis and guidance in light of projected revenue shortfall;
- Recruited and hired a new Director of Finance following the retirement of incumbent;
- Assisted the Town Manager in negotiating a memorandum of understanding with the developer for the Storrs Center project;
- Implemented a collection agency process, sending all motor vehicle tax bills to the collection agency upon delinquency;
- Maintained a 98.4% overall collection rate during very difficult economic times;
- Continued incorporating digital photos into the property record system and began the 2009 revaluation inspections;
- Provided ongoing assistance to the Engineering Office in identifying mismatched parcels for the GIS mapping system, now available online.

Expenditures 2008-2009	Amount	% of Total
General Government	\$2,309,810	5.3%
Public Safety	2,789,553	6.6%
Public Works	1,851,211	4.3%
Community Services	1,530,805	3.5%
Community Development	517,498	1.2%
Town-wide	2,471,997	5.7%
Transfers to Other Funds	1,014,660	2.3%
Education	30,742,420	71.1%
Total	43,227,954	100.0%

Revenues 2008-2009	Amount	% of Total
Property Taxes	\$23,447,116	54.2%
Federal/State	\$18,859,942	43.6%
Investments	\$93,973	0.2%
Other Local	\$858,367	2.0%
Total	\$43,259,398	100.0%

FINANCE DEPARTMENT continued...**Plans for FY 2009-2010:**

- Continue work with our State Representative to restore funding to Mansfield for capital projects;
- Complete the 2009 Revaluation;
- Research additional energy efficiency initiatives that will be self-funding;
- Begin the migration to a Window-based financial management system for more efficient and timely processing and reporting;
- Issue General Obligation Bonds to fund various projects, including the Mansfield Middle School Heating Conversion Project;
- Prepare the fiscal year 2008-2009 Comprehensive Annual Financial Report for the Town, Region 19 and Eastern Highlands Health District;
- Apply for Certificate of Achievement for Excellence in Financial Reporting and for Distinguished Budget Presentation Award;
- Provide financial reporting and monitoring for the various state and federal grants received by the Downtown Partnership;
- Continue effective cash management and provide accurate and timely financial reporting for all entities;
- Provide various reports, analysis and schedules for the 2010-2011 proposed budget.

Top Ten Taxpayers
October 1, 2008 Grand List

The list percentages are calculated by dividing the individual property assessment by the October 1, 2008 Net Grand List Total of \$926,394,123.

Property Owner	Description	Assessment	% of Taxable Grand List
Connecticut Light & Power	Public Utility	\$ 11,361,398	1.23%
Mansfield-Eastbrook Dev Corp LLC	Eastbrook Mall	7,000,000	0.76%
ING US Students No 8 LLC	Apartments	6,525,960	0.70%
Celeron Square Associates	Apartments	6,496,280	0.70%
Glen Ridge Co-operative, Inc.	Housing Co-Op	5,960,850	0.64%
New Samaritan Corp	Nursing Home	5,332,180	0.58%
Colonial BT LLC	Apartments	5,141,430	0.55%
ING US Students No 1 LLC	Apartments	4,960,340	0.76%
Carriage Polo Run LLC	Apartments	3,956,470	0.43%
Hayes-Kaufman Mansfield Assoc.	Shopping Plaza	3,713,920	0.40%
Total Top Ten Assessments		\$ 60,448,828	6.53%

Designated for 2008/2009 Budget
Undesignated

\$1,830,202

Fund Balance, July 1, 2008

\$1,830,202

Total revenues and transfers in

Original <u>Budget</u>	Amend- ment	Final <u>Budget</u>	Estimated <u>Actual</u>	Budget Comparison
\$ 43,698,145	\$ -	\$ 43,698,145	\$ 43,259,398	\$ (438,747)

Appropriation of fund balance

Total appropriation, transfers in	43,698,145	-	43,698,145	43,259,398	(438,747)
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Total expenditures and transfers out:
Town

12,649,640	12,649,640	12,485,534	(164,106)
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Mansfield Board of Education

20,930,800	20,930,800	(306,085)
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Contribution to Reg. #19 Board of Ed

10,117,705	10,117,705	10,117,705
-	-	-

Total expenditures

43,698,145	43,698,145	41,304,186	(470,191)
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Results from budgetary operations

31,444

Fund balance, June 30, 2009

\$ 1,861,646

Fund balance:

Unreserved:

Designated for 2009/10 budget

Undesignated

1,861,646

Total Fund Balance

\$ 1,861,646

FIRE AND EMERGENCY SERVICES

David Dagon, Fire Chief

429-3364

The Town of Mansfield Division of Fire and Emergency Services provides Fire, Rescue, and Emergency Medical Services (EMS) to the Town of Mansfield. Mansfield Fire and Emergency Services is a municipal department with a combination workforce consisting of both career and volunteer firefighters. The Mansfield Firefighters Association is the organization made up of dedicated firefighters that provide support to the municipal fire department. This year the Division of Fire and Emergency Services initiated an EMS Duty Crew program and completed the merit-based appointment process for its officer ranks. Fire and life safety education programs delivered to the community were enhanced and an EMS continuing medical education program was introduced.

Accomplishments for FY 2008-2009

- The fire departments responded to a total of 2,074 calls for service. The breakdown of incidents is as follows: Fires in structures 37; Vehicle fires 11; Brush/Wildland 18; Rubbish/Dumpster 25; Rescue/EMS 1317; False Alarms 107; Mutual Aid 213; Hazardous Materials 28; Other Hazardous Responses 61; Service Call 168; All Other Responses 89;
- Staffed an EMS Duty Crew program during periods when the department anticipated peak demand for EMS services. The department's group of dedicated volunteers staffs the second ambulance;
- Conducted an entry-level hiring process for Part-Time Firefighters to improve shift staffing of department positions;
- Instituted a new member/entry-level training academy for all prospective members of the Mansfield Firefighters Association. The academy qualifies new members to respond to calls for service as soon as possible after being sworn in as new members;
- Improved emergency notification and response through standardized programming of department communication equipment and updating of mutual aid response zones to assure suitable resource types are received based on emergency incident type;
- Provided Fire and EMS during UConn's annual "Spring Weekend". The department has partnered with the UConn Fire Department to utilize available resources. This year all ambulances were "pooled" for use by both departments throughout the event. Spring Weekend continues to challenge the fire department's capacity to deliver services to both off campus housing complexes and the rest of the town;
- Members introduced new and creative approaches to fire prevention and life safety education for each elementary grade level (K-4) and for the fifth grade level at the middle school. Mansfield Discovery Depot and Day Care Centers also received a visit by the department to emphasize fire safety.

Plans for FY 2009-2010

- Conduct an officer appointment process for the positions of Assistant Fire Chief, Captain and Lieutenant to fill department officer positions;
- Conduct an entry-level hiring process for full time career firefighter/EMTs to fill existing staff vacancies in the department;
- Develop a comprehensive annual training schedule that promotes mastering of basic principles as well as advanced topics that promote career development at all levels;
- Review department response assignments to determine the most efficient use of apparatus and personnel when responding to emergencies;
- Continue to advance fire prevention and life safety education for students in grades K – 4, and the fifth grade level at the middle school to emphasize fire safety.

OFFICE OF THE FIRE MARSHAL

John Jackman, Fire Marshal

429-3324

The goals of the Office of the Fire Marshal are to: prevent hostile fires and if a fire starts to reduce its impact; enforce the fire codes; develop fire safe behavior in our population; encourage the use of built-in fire protection devices; and provide fire protection resources and expertise to the community. To accomplish these goals the Office of the Fire Marshal inspects public buildings, provides Fire Prevention and Safety Education Programs, investigates fires, investigates complaints, and provides voluntary home safety surveys to residents. In addition, the Office of the Fire Marshal administers the Town's Open Burning Program and Underground Petroleum Storage Tank Program.

Accomplishments for FY 2008-2009

- To date the fire department shift Captains have successfully completed the State of Connecticut Deputy Fire Marshal pre-certification program and were appointed as Deputy Fire Marshals;
- Developed a Fire Preventions Fees Ordinance for the Town Council's consideration;
- Completely revised the public fire prevention and life safety education curriculum and program;
- Performed 945 fire code inspections, 79 fire and complaint investigations, 85 plan reviews and issued 85 Open Burning Permits;
- Continued to serve on the State of Connecticut Fire Prevention Code Advisory Committee;
- Delivered the Fire Prevention and Life Safety Education Programs to the elementary schools, middle school, and daycare providers;
- Continued to administer the Fire Department Records Management System;
- Updated E911 system and related database.

Plans for FY 2009-2010

- Implement the Fee for Fire Prevention Services Ordinance;
- Implement the ePCR (electronic Patient Care Report) system as required by the Connecticut Department of Health and upgrade the Mansfield Fire Department Records Management System;
- Continue to enhance and expand the fire and life safety education programs that are offered to the community;
- Continue to provide field training for the newly certified Deputy Fire Marshals;
- Monitor fire safety laws and regulations;
- Continue to serve on the Connecticut Fire Prevention Code Advisory Committee;
- Prepare to enforce the proposed 2010 Connecticut Fire Prevention Code.

MANSFIELD HOUSING AUTHORITY

Rebecca Fields, Executive Director

487-0693

Serving the towns of Mansfield, Coventry, Ashford, Willington and Chaplin, the Housing Authority of the Town of Mansfield provides housing assistance to its residents through three programs. It administers a federal housing assistance program through the Department of Housing and Urban Development and owns and manages two state financed housing communities: a moderate income housing community designed for families, and a low income senior housing community designed for those over 62 years of age or disabled.

Section 8 Housing Assistance Program

The federal Section 8 Housing Choice Voucher Program can assist a monthly average of up to 149 low-income families by sharing in the cost of their rental payments to private landlords. This program requires annual inspections of each unit to ensure that both families and owners are keeping the unit in good repair and complying with HUD regulations. The Housing Authority is able to assist the towns with the collection of taxes from delinquent landlords, as HUD requires all landlords receiving federal monies to be current with their property taxes. The utilization rate (number of monthly units under contract verses number of monthly units available for contract) for the fiscal year ending December 2009 is expected to be 89.60%. This represents a decrease over the 2008 utilization rate which was 92.39%. The waiting list was opened in November 2008. Around 1300 applications were received and 250 families were placed on the list via a lottery system. The list is expected to be exhausted by the beginning of next year at which time the waiting list will reopen. Currently, 129 families are participating in the program and receiving an average amount of \$634 per month. The Housing Authority will make approximately \$988,746 in rental assistance payments, on behalf of our participants, by the end of 2009. More federal funding or lower costs per family would have to be realized to utilize all 149 available vouchers.

MANSFIELD HOUSING AUTHORITY continued...

Holinko Estates

Holinko Estates is a state financed housing community for moderate income families. It consists of 35 rental units for moderate income families which include 21 two (2) bedroom units, 13 three (3) bedroom units and 1 four (4) bedroom unit. Eight of the two (2) bedroom units and one of the three (3) bedroom units are single floor apartments with the remaining units being two floor apartments. Stoves and refrigerators continue to be purchased as units turn over and will be part of the leased unit in the future. Previously, tenant had to bring their own stoves and refrigerators when moving in and that does not reflect the market. All five buildings received new roofs this year. The waiting list was opened in December 2008 for the three and four bedroom only and was closed in August 2009. It will remain closed until the list is reduced to less than 20 families. The average turn over rate for this housing community is 7 to 8 units per year. Last year was above average with 10 units turning over. The Housing Authority Board of Commissioners continues to discuss, in association with the University of Connecticut and the Town of Mansfield, building additional affordable housing and/or workforce housing. Currently, 69% of the tenants are graduate students.

Wright's Village

Wright's Village is a state financed housing community for low income senior and disabled individuals consisting of 40 one (1) bedroom units. Thirty units were built in 1978 and ten were built in 1985. There have been considerable upgrades and repairs or replacements made to this community over the past fourteen (14) years including, new roofs and gutters, siding replacement, sidewalk replacement, interior and exterior lighting replacement, bathtub conversions to walk-in showers in 13 units, kitchen cabinets and countertop replacement, new fire alarm system installation and refrigerator and stove replacement. The Housing Authority takes advantage of two grants provided by the Department of Economic and Community Development. One grant funds a 5-6 hour per week Resident Service Coordinator position and the second grant funds a Rental Assistance Program which supplements the monthly rental costs for residents that would otherwise be required to pay more than 30% of their monthly adjusted income in rent. The waiting list was opened in April of 2009 and remains open today. It will remain open until the list reaches 35. The average turn over rate for this housing community is 3 to 4 units per year. This was an above average year with 5 units turning over. The Board of Commissioners submitted a Letter of Intent to Sunlight Solar along with an application to the Connecticut Clean Energy Fund (CCEF) for the purchase of solar panels to reduce the future electrical costs of the office and exterior lighting. Unfortunately, the CCEF ran out of money and the Housing Authority would not be able to fund the solar panels without the CCEF Rebate Program. The Housing Authority is hopeful that the project may be able to be funded next year if the CCEF Rebate Program has funds.

DEPARTMENT OF HUMAN SERVICES

Kevin Grunwald, Human Services Director

429-3315

The Department of Human Services assists residents through three service divisions - Adult Services, Senior Services and Youth Services. Citizen guidance is provided by the Youth Service Bureau Advisory Committee, Mansfield Senior Association, Commission on Aging, Mansfield Advisory Committee on the Needs of Persons with Disabilities and Mansfield Advocates for Children (formerly the Mansfield School Readiness Council). General fund expenditures are supplemented by grants and contributions from many public and private sources that provide support for several programs as well as individuals with emergency financial needs.

ADULT SERVICES

Adult services include information, referral and counseling relating to a wide range of concerns and problems. Emergency financial assistance is provided from the Special Needs Fund, which is supported by private donations. Staff serve as the Municipal Agent for the Elderly, Fair Housing Officer, Tenant/Landlord Advisor and the Salvation Army Service Unit.

Accomplishments for FY 2008-2009

- Assisted 213 persons who are elderly or disabled to apply for State tax relief programs;
- Coordinated community holiday giving programs for 82 families and 188 individuals with the help of 34 sponsors including a number of municipal departments and employees;
- Provided referral, short or longer-term counseling services to 267 residents;
- Provided emergency financial assistance and food pantry assistance for a total of 151 incidents;
- Coordinated a grant from the William Casper Graustein Fund and the State Department of Education to develop a plan for young children in Mansfield;

DEPARTMENT OF HUMAN SERVICES: ADULT SERVICES continued...

- Continued involvement with the DMHAS Strategic Prevention Framework-State Improvement Grant (SPF-SIG), including significant work on the development of an interactive website, aimed at creating a virtual community for parents;
- Represented the Town of Mansfield as a member of the Safety Net Sub-Committee of the Willimantic 10 Year Plan to End Homelessness;
- Coordinated participation of town employees in volunteering at the Windham No-Freeze shelter;
- Worked with representatives of the Mansfield Housing Authority and the Department of Planning & Zoning to develop an application to obtain technical assistance to create an affordable housing plan.

Plans for FY 2009-2010

- Work with the Town's "preferred developer" to facilitate the building of an independent/assisted living facility for seniors;
- Oversee the implementation of the community planning initiative for young children, and ensure that it is integrated with the priorities identified in Mansfield 2020;
- Work with the Town Manager, Town Planner and the Mansfield Housing Authority to explore the potential for affordable housing options in Mansfield.

SENIOR SERVICES

Senior Services provides opportunities for seniors aged fifty-five and over to maintain and improve their physical, mental, social and emotional well-being so that life is stimulating, full and enjoyable. Seniors are involved in various creative, educational, recreational and social activities at the Mansfield Senior Center. The Center offers a wide range of activities including support groups, computer classes, health programs, exercise classes, bingo, art classes, chorus, meals, trips and volunteer opportunities. The Wellness Center also offers health screenings, immunization, social services, case management and medical services through a variety of programs.

Accomplishments for FY 2008-2009

- Seventy seniors became members of the Mansfield Senior Center Association during this year. There are 1336 registered members of the Mansfield Senior Center Association;
- The Myseniorcenter data system was installed in April of 2009 through funding provided by money bequeathed to the Senior Center. This registration and client tracking system has allowed for improved efficiency and collection of accurate statistical information;
- The Senior Center Association purchased 10 new laptops for the computer council and installed WiFi access in the Senior Center through a \$20,000 donation to the Association;
- The Center received a recumbent bike, balance discs, therabands, leg and hand weights and two Wii fit games through the Health Heart for Women Grant administered by the Eastern Highlands Health District;
- Four hundred and seventy-six people subscribe to the monthly Sparks newsletter in the mail through bulk and first class mail. Others access the newsletter through the Town's website or receive a copy from various sites throughout Mansfield;
- Volunteers provided 865 hours of volunteer time from May to June 30, 2009;
- The Senior Center served 8269 congregate subsidized meals to seniors through Thames Valley Community Council. An alternate food program, that ended December 31, 2008, served 186 noon meals. 45 additional meals were provided by an outside provider. 4092 meals were delivered to homebound seniors through the meals-on-wheels program;
- Sponsored intergenerational activities were held in cooperation with E.O. Smith High School, Mansfield Middle Schools and The University of Connecticut. The fifth Grandchildren's Day was held April 20 with 38 adults and 27 children in attendance;
- Sponsored a Veterans' Day Program with 121 in attendance;
- 231 seniors received assistance with tax preparation;
- Generations Health Clinic began offering preventative dental services in May 2009;
- The Wellness Center offered weekly therapeutic massage in February 2009;
- Three hundred sixty-five seniors received flu shots;
- Offered health assessments, screenings and preventative care at the Wellness Center. The VNA East provided care to 218 patients; the podiatrist treated 280 patients; our reflexologist saw 55 clients; 18 clients received therapeutic massage. Many seniors took advantage of free legal services and several free screenings: hearing, balance, cholesterol and skin cancer;

DEPARTMENT OF SOCIAL SERVICES: SENIOR SERVICES

continued...

- Interim Healthcare funded blood pressure screenings twice a month. On average, 25 seniors receive blood pressure checks at each clinic;
- The American Red Cross offered its third blood drive at the Senior Center. Forty-eight people registered and forty-one people gave blood;
- Senior volunteers have been tutoring individuals who speak English as a second language to help them with their English conversational skills;
- Several new classes were offered: Pastels, visual creativity, woodworking, art photography, Chair Tai Chi, Game Day, and Drawing;
- One undergraduate student interned at The Mansfield Senior Center and several students volunteered on a weekly basis;
- The Mansfield Senior Center received a \$5,000 grant from the Department of Social Services. Funds were used to provide services on Saturday from 8:30 AM -1:00 PM beginning May 3, 2008. This grant ended April 30, 2009. The Department of Social Services also received a \$3,000 grant to provide case management services for the same grant period.

Plans for FY 2009-2010

- Work with the Commission on Aging to implement the Long Range Plan for seniors, focusing on identified priorities of transportation, information dissemination, access to public meetings, and senior center space needs;
- Promote increased health by offering health screening clinics to detect early signs of disease processes, such as hearing, vision and osteoporosis screenings and by presentations of health promotion talks;
- Support the Town of Mansfield in facilitating the development of a new independent/assisted living facility;
- Continue to offer resource information and improved access to financial information by updating the Town's website and with improved marketing and publicity;
- Explore and apply for financial support to subsidize class fees;
- Begin the process of accreditation with the National Council on the Aging.

YOUTH SERVICES

The Youth Service Bureau's mission is to promote and support the social and emotional well-being of our town's youth and their families. We provide clinical services that include psychiatric assessment, treatment and referral. Our services are offered to all children and families and our objective is the development of youth as responsible contributing members of our community. We accomplish this working in close collaboration with the public schools and community agencies. Our professional staff consists of master's level therapists with degrees in social work and psychology and a board certified child psychiatrist. All of our staff have years of experience working with children and families. Several initiatives also focus specifically on the needs of families with young children including school readiness, information and referral and community planning.

Accomplishments for FY 2008-2009

- Services were provided to approximately 325 youth in 85 families;
- Received 4 different State grants and camperships from private sources;
- Partnered with the UConn baseball team in the development of a mentoring program for Mansfield Youth;
- Mansfield Wilderness Challenge with 16 participants completed its 33rd year;
- Assisted elementary school students dealing with losses through our COPE program;
- Grandparents Raising Grandchildren Group continues to meet monthly offering education, support and involvement on the state level;
- Provided a six week bereavement group to 14 families with the assistance of 15 volunteers;
- Assisted in facilitating an art reception at the Community Center in recognition of a middle school student artist;
- Coordinated with UConn's Office of Environmental Policy to develop and implement a program to collect food and household items from students moving out. Mansfield families in need were the recipients of many of the collected items;
- The JUMP after school leadership training program expanded to 14 weeks this year and some of our students participated in the Villari's Martial Arts Exhibition tournament at UConn;
- Promoted positive intergenerational activities throughout the year through Big Friend's program and Juniper Hill;
- Expanded collaborative relations with community resources;

DEPARTMENT OF SOCIAL SERVICES: YOUTH SERVICES continued...

- The Leap program assisted students in their transition to middle school;
- Coordinated the eleventh year of the Mansfield School Readiness Program, supporting sixteen children receiving care at one of four nationally accredited centers;
- Worked with the Mansfield Public Schools and Mansfield Advocates for Children on the eighth year of the Discovery Grant from the William C. Graustein Memorial Fund;
- Designed and published Mansfield Family Resource Guide to replace the Mansfield Family Information Packets.;
- Coordinated the third celebration of the Week of the Young Child in April of 2009;
- Completed Mansfield's Plan for Young Children with a \$40,000 grant acquired from the William Graustein Memorial Foundation and the State Department of Education;
- Offered training on the Results Based Accountability method to the Mansfield community.

Plans for FY 2009-2010

- Develop a Graduate Social Work Internship Program;
- Continue to provide therapeutic, supportive and preventive services to children and their families;
- Continue successful collaboration with the Mansfield Public Schools and Universities in order to provide comprehensive mental health services to youth and families;
- Continue to develop systems for data collection, outcome and work measures;
- Seek funding to conduct a feasibility study to increase access to quality Infant/Toddler care in Mansfield through cooperative efforts with UConn;
- Begin implementation of the strategies contained in the Plan for Mansfield's Young Children using the grant funds from the Graustein Memorial Fund;
- Continue to enhance and strengthen the relationship between local early care centers and the Mansfield public schools with meetings for principals, directors and the superintendent, as well as visits between kindergarten teachers and center teachers.

DEPARTMENT OF INFORMATION TECHNOLOGY

Jaime L. Russell, Director

429-3383

The mission of the Information Technology Department is to develop and maintain efficient and cost effective information systems for the Town and Schools, and to develop and provide customer-centric support services to its user base to assure the successful utilization of town owned equipment. These technologies include computer hardware, software, and network services across eighteen Town and School buildings, as well as our website presence and telecommunications. In total, this encompasses 1,500 computers. The network includes over 3,000 staff and student users, as well as certain computer services used by the citizens in our community.

Accomplishments for FY 2008-2009

- Expanded the network of public wireless hotspots in Mansfield. New locations included the Mansfield Senior Center (funded by grant money) and expanded coverage at the elementary schools. The wireless network covers the Community Center (and outdoor grounds), Town Hall (and outdoor grounds), Senior Center, and all Mansfield Schools (and some of their outdoor grounds);
- Collaborated with the Facilities Management Department to implement a school security project funded by the Connecticut Department of Homeland Security and the Connecticut Department of Education. Additionally, the Discovery Depot Daycare provided funds to incorporate that facility into the system as well. The project included door access security and video security technologies that integrate with the computer network;
- Completed the transition of taking on support of all town and school wired telephones. I.T. staff now provides support for all of the wired phone systems in the eighteen municipal and school facilities;
- Supported the expansion of the QNotify E-Mail Notification System. We now offer fifty separate information distribution lists. The system allows citizens to receive automatic e-mails where the citizen selects which topics to receive and the citizen can increase or decrease her/his topic subscriptions at anytime. Additionally, the Town's website is frequently updated with new information to further support communication with our citizens;

DEPARTMENT OF INFORMATION TECHNOLOGY continued...

- Provided conferencing technology that enhanced collaboration and communication while saving the costs of transportation. The widest and most applicable use is audio-based conferencing where staff, students, and/or outside contacts can work together. A number of Departments have made use of this technology with the I.T. Department's assistance. For example, in June nearly all Mansfield school faculty participated in curriculum council conferencing between the four buildings to plan for the coming school year;
- Implemented technology while considering the impact on our world's environment. For example, selected replacement hardware that met the environmentally sensitive EPEAT national standards (promoted by the Federal Environmental Protection Agency). Additionally, deployed virtualization technology to decrease energy consumption and decrease raw material waste;
- Collaborated with the Mansfield school nurses to implement programming upgrades to the Health Master software. The software ensures confidentiality of information and reliable collection of data in the four Mansfield school buildings;
- Won a competitive grant award for \$130,809 in Connecticut Department of Homeland Security funding. The funds will be used in the coming fiscal year to support security technologies to enhance student safety in our schools;
- Improved business continuity and reliability by developing redundancies and expanded contingency planning through the use of a storage area network (SAN) and virtualization. Furthermore, these technologies reduce costs by decreasing the amount of hardware required because they ensure maximum use and efficiency of existing hardware (we have significantly reduced the number of servers we operate);
- Collaborated with Mansfield and Region 19 school personnel to implement the PowerSchool Information System in grades 5 – 8. PowerSchool is a secure and reliable database platform that supports information-based decision making.

Plans for FY 2009-2010

- Implement the \$25,000 Council Media Project funded by the Town Council;
- Expand the network of public wireless hotspots to include the Mansfield Public Library;
- Implement an enhanced website design and content management system to increase use of the website for communicating with citizens;
- Implement a State of Connecticut School Security Grant. This is a grant funded by the Connecticut Department of Homeland Security for school door access security and video security technologies that integrate with the computer network;
- Monitor the availability of Federal and state grants that could be used to support technology. Additionally, continue to limit expenditures and ensure effective use of funding;
- Continue to deploy and purchase technology in a manner that considers its impact on the environment;
- Implement the capital budget project for the ADMINS financial and management databases;
- Continue to provide information technology support to all departments including software and hardware troubleshooting and maintenance, new installations, and direct support of users' questions and needs.

MANSFIELD PUBLIC LIBRARY

Louise Bailey, Director
423-2501

The service priorities of the Mansfield Public Library are focused upon lifelong learning—to provide opportunities for self-directed personal growth and development. “Young children will enter school with a firm grasp of the concept that books bring pleasure” is the primary goal of this service priority; current topics and titles—to provide sufficient materials and information resources in a wide variety of formats for pleasure reading and general information. The Library is open Monday through Saturday. The website is www.biblio.org/mansfield.

Total number of items in the Mansfield Public Library Collection is 89,864: books 76,068; audio format 6,350; visual format 4,713; miscellaneous (toys, museum passes, backpacks, etc) 421; Chinese language collection 2,312.

Accomplishments for FY 2008-2009

- Work measurements increased significantly in all major categories when compared to the last fiscal year:
 - Answered 13,573 reference and/or reader's advisory questions, an 81% increase.
 - Processed 13,275 loans of materials to and from Mansfield Public Library, a 21% increase.

MANSFIELD PUBLIC LIBRARY continued...

- Implemented activities to support some of the goals of our Long Range Plan, with no increase in staff or funding:
 - *Young children will enter school with a firm grasp of the concept that books bring pleasure:* provided 260 programs for 6,176 children under 5 years old.
- Completed conversion to a new server;
- CONNECTICARD Reimbursement Payment notification for Fiscal Year 2008-2009: 51,869 total loans, net loans 37,370. Total payment: \$17,344;
- Closed Library on February 5, 2009 to provide 'public-free' environment for the Friends of Mansfield Library to set up for their major February Book Sale. Conducted library staff meeting, training sessions, cleanup of work areas and server files;
- Conducted extensive analysis of staff scheduling, programming and circulation statistics in preparation of FY 2009-2010 budget proposal. Using circulation per hour statistics from FY 2008 – 2009, our busiest day is Saturday, and our slowest day is Wednesday. Mornings and afternoons are busiest, the 5 – 8 p.m. evening hours make up only 10% of our total circulation per hour.

Plans for FY 2009-2010

- Maintain as many current activities as possible with a staffing reduction of ten hours per week.

PARKS AND RECREATION

Curt Vincente, Parks and Recreation Director
429-3015

The mission of the Parks and Recreation department is to enhance the quality of life of the total community by providing a variety of leisure opportunities, promoting health and wellness, increasing cultural awareness, protecting natural resources and developing the recreational needs and interests of area residents. The Parks and Recreation Department provides Mansfield residents the opportunity to participate in a wide variety of active and passive activities for pre-school age through senior citizens. Program information is available four times per year in July, November, March and May via program brochures distributed to area residents. Programs and publicity are greatly enhanced by the generous commitment and support of local businesses.

Accomplishments for FY 2008-2009

- Oversaw Community Center operations, program development, membership services, and implemented comprehensive marketing program;
- Held 5th Anniversary Celebration of the Community Center on November 1, 2008;
- Community Center visitations, July 1, 2008-June 30, 2009, totaled 237,245, an average of 19,770 per month;
- Continued popular "Family Fun Night" activity at the Community Center;
- The 2008-09 year included a total of 1,898 programs with 15,200 participants;
- Administered comprehensive Youth Basketball and Youth Baseball programs and required local volunteer coaches to be certified in the National Youth Sports Coaches Association in order to provide a positive experience for all participants;
- Continued a back-ground check procedure for volunteer coaches;
- Continued emphasis on quality daytime programs for children of working parents. In addition to the popular summer day camp, day-long programs are offered on school common curriculum days and vacation weeks;
- Major special events included the Know Your Towns Fair, Halloween Party, Member Appreciation Week, Winter Fun Day, Youth Triathlon, Kids Flea Market, Bike Tour and a series of four summer concerts;
- Many residents enjoyed a successful season at Bicentennial Pond;
- Continue to administer community and adult education program offering a variety of enrichment courses on a seasonal basis;
- Held a dedication ceremony for the opening of River Park.

Plans for FY 2009-2010

- Continue Community Center facility supervision; oversee program development, facility planning, staff hiring and training and marketing;
- Provide staff support for Agriculture, Arts Advisory, Open Space Preservation, Parks Advisory and Recreation Advisory Committees; continue support for co-sponsored organizations;

PARKS AND RECREATION continued...

- Conduct comprehensive youth sports program and training clinics to certify youth sport coaches in the National Youth Sports Coaches Association program;
- Conduct background check procedure for all youth sport coaches;
- Operate comprehensive summer day camp program and Bicentennial Pond facility;
- Provide a variety of special events and programs, activities and courses for all age groups, including an extensive community and adult education program;
- Apply for open space and/or trail grants when available.

PLANNING AND ZONING DEPARTMENT

Gregory Padick, Director of Planning

429-3330

Curt Hirsch, Zoning Agent

429-3341

The Director of Planning and Zoning Agent play key roles in stimulating, coordinating and administering the responsibilities of the Town's planning and development functions.

Accomplishments for FY 2008-2009

- Assisted the Planning and Zoning Commission and Inland Wetland Agency with their review of new land use applications, regulation and zone classification revisions, modifications, bonding issues and enforcement issues. Some specific projects are referred to in the PZC/IWA Annual Report;
- The Zoning Agent issued Zoning Permits for 16 new single-family homes. A total of 144 Zoning Permits were issued. Additionally, 124 zoning enforcement letters, 56 violation notices and 16 Zoning Citations were issued;
- The Director of Planning served as Mansfield's representative on four UConn advisory committees: the Capital Projects Advisory Committee, which helps plan and monitor new development on the Storrs campus; the Water and Wastewater System Committee, which reviews operational and service request issues and recommends actions as appropriate; the Willimantic River/Wellfield Technical Advisory Committee, which is overseeing a comprehensive study of the wellfield to determine environmentally appropriate withdrawals; and the Composting Siting Committee which identified a site on Route 32 for a new composting facility for animal wastes and potentially food service wastes (facility is expected to be open in the fall of 2009). When evaluating UConn projects particular attention is given to infrastructure issues and potential traffic, drainage and neighborhood impact issues;
- The Director of Planning participated in various facets of Mansfield's Open Space Acquisition and Management programs, including the review of draft management plans and potential property acquisitions. During this fiscal year, approvals were granted to acquire three (3) new Town properties;
- The Director of Planning participated in various aspects of the ongoing Storrs Center Downtown project. During this period, particular attention has been given to phasing, parking, streetscape and infrastructure issues;
- The Director of Planning and Zoning Agent provided information and assistance to town and state officials, property-owners and their representatives on a wide range of land use issues, including the recently completed Strategic Plan, Mansfield's Assisted Living Initiative, the Four Corners Sewer Project and student housing issues. The Director of Planning has assisted the Community Quality of Life Committee, the School Building Committee, the Conservation Commission and the Town/University Relations Committee;
- During the fiscal year the Director of Planning has spent considerable time on the following projects or studies: the Windham Regional Land Use Plan update, the WINCOG Regional Economic Development Plan, the CL&P Interstate Reliability Project, the Natchaug River Basin Conservation Study, the Ponde Place Environmental Review Team Study, the North Hillside Road Environmental Impact Study, the UConn Academic Buildings Environmental Impact Evaluation and the White Oak Condominium Septic System Replacement project.

Plans for FY 2009-2010

- Assisting the Planning and Zoning Commission with application-related responsibilities and the continued implementation of Plan of Conservation and Development recommendations. Implementation will require the analysis and drafting of revisions to Mansfield's Zoning Map and land use regulations. Priority continues to be given to rezoning an existing industrial park zone south of Pleasant Valley Road, refining existing agricultural regulations and updating Mansfield's Inland Wetland Regulations;
- Enforcement of existing land use regulations with particular attention on student occupancy violations;

PLANNING AND ZONING DEPARTMENT continued...

- Assisting the Planning and Zoning Commission with application-related responsibilities and the continued implementation of Plan of Conservation and Development recommendations. Implementation will require the analysis and drafting of revisions to Mansfield's Zoning Map and land use regulations. Priority continues to be given to rezoning an existing industrial park zone south of Pleasant Valley Road, refining existing agricultural regulations and updating Mansfield's Inland Wetland Regulations;
- Enforcement of existing land use regulations with particular attention on student occupancy violations;
- Assisting the Town Council, Planning and Zoning Commission and Community Quality of Life Committee with new initiatives to address student housing issues, particularly new student rentals in residential neighborhoods proximate to the UConn campus;
- Assisting town officials with an ongoing Four Corners Sewer Study and the review of recent, ongoing and potential UConn projects and studies including the potential use of wastewater to cool campus generators and a low flow Willimantic River analysis which will help determine potable water supply capacity for the Willimantic River wellfield;
- Assisting town officials with the implementation of various elements of the Storrs Center Downtown including phasing and parking elements and the approval of specific construction plans;
- Assisting town officials with implementation of Mansfield's Strategic Plan and other Town initiatives including the siting and design of an assisted living and age-restricted housing project in Mansfield, promoting affordable housing and economic development and evaluating school building options.

POLICE SERVICES

Sergeant James Kodzis, Resident State Trooper's Office
429-6024

Troop C: (860) 896-3200 or 1-800-318-7633

The Town of Mansfield contracts with the State Police for services of eight Resident State Troopers, one of whom is a State Police Sergeant. The town also employs three part-time Mansfield Police Officers. Police coverage is also augmented by State Police patrols working out of the Troop C barracks in Tolland.

Accomplishments for FY 2008-2009

- There were 10,103 total calls for police service in the town of Mansfield. Conducted 532 criminal investigations and 421 motor vehicle accident investigations. Issued 2303 motor vehicle citations and 1677 motor vehicle warnings. Responded to 5131 non-emergency calls for service;
- Administered the "Good Decisions" program at the Mansfield Middle School;
- Four Resident Troopers and two Town Police Officers initiated bicycle patrols. These patrols have been very effective in Mansfield Hollow Park, the business block on Rte. 195, and in area apartment complexes;
- Prepared and provided police coverage during UConn's annual Spring Weekend event. This office along with the Commanding Officer of Troop C, was instrumental in the planning and execution of State Police operations at this event;
- Continued to work with the owners of the various Apartment complexes including Carriage House in maintaining order and civility through dedicated patrols and strict enforcement of town ordinances and state laws;
- Participated in community policing efforts such as the Mansfield Community Campus Partnership, Fireworks / Festival on the Green, "Know Your Towns Fair," Child Safety Fairs and speaking engagements at local organizations;
- Obtained \$38,599 grant to fund directed patrols and "sobriety checkpoints" targeting intoxicated motorists;
- Worked with the department of Liquor Control in joint operations targeting the illegal sale of alcohol to minors;
- Conducted multiple "undercover" operations targeting private residences practicing in the illegal sale of alcohol;
- Expanded the hours of dedicated coverage from office personnel from 11:00pm until 2:00am to address the increased volume and severity of calls received during this time period.

Plans for FY 2009-2010

- Continue to participate in the "Good Decisions" program at the Mansfield Middle School;
- Obtain further grant funding for DUI patrols, including additional DWI patrols during Spring Weekend 2010;
- Continue to apply for grant funding to address issues such as speed enforcement and equipment purchases;
- Continue to work with the owners of the Carriage House Apartment Complex in maintaining order and civility through dedicated patrols and strict enforcement of town ordinances and state laws;

POLICE SERVICES continued...

- Prepare and provide police coverage during UConn's annual Spring Weekend event;
- Continue in a coordinated effort with UConn, Town Government, area business leaders and community leaders to address substance abuse and quality of life issues on and around the UConn campus;
- Continue to develop new and innovative efforts to combat and eventually curtail spontaneous large gatherings at off-campus apartment complexes. These efforts will include, but are not limited to: undercover operations, DUI enforcement operations, increased efforts to enforce town ordinances and liquor violations;
- Continue to work with the UConn Dean of Students to address quality of life issues that arise from off-campus housing;
- The Town of Mansfield will be utilizing an independent research firm to evaluate the present policing model as well as the projected police needs of the town. The evaluation will help the town to effectively address the policing needs of a growing community;
- The Mansfield Resident Troopers office will conduct a feasibility study to evaluate the need and associated costs of providing 24 hour dedicated coverage by office personnel;
- Continue to provide the most professional and effective police coverage possible to meet the needs of our growing community.

DEPARTMENT OF PUBLIC WORKS

Lon Hultgren, Director

429-3331

The Department of Public Works provides for the maintenance and repair of the Town's infrastructure – the roads, bridges, solid waste and recycling facilities, park and recreation areas and its limited sewer and water facilities. The Engineering Division of the Department also assists other Town departments and residents in mapping and the development process through its work in reviewing site, subdivision and improvement plans. The administrative office also assists the Town in its energy conservation and sustainability efforts.

Accomplishments for FY 2008-2009

- Completed about 75% of the construction of a bikeway/walkway on Hunting Lodge Road between North Eagleville Road and Carriage House Drive;
- Completed about 80% of the construction of a new burying ground (for cremations only) behind the existing cemetery on Gurleyville Road (the Riverside Burying Ground);
- Seeded the 4th and final soccer field at the Lions Club "Ward Cornell" memorial recreation complex;
- Continued the engineering effort to bring sewer and water systems to the Four-Corners area in Northern Mansfield – began actual property survey work for pipeline design and required easements;
- Coordinated the low-waste efforts for the Town's fall Festival on the Green;
- Coordinated the school lunch composting programs at all of the Town's schools;
- Coordinated the first "give and go" recycling/reclaiming effort for UConn's spring 2009 move-out (recycling many items that would have otherwise ended up in the trash);
- Assisted the Mansfield Downtown Partnership with the engineering efforts that will be needed for the public component of the Storrs Center project – set up the scope of work and hired the engineering consultant to design the improvements to Route 195 in the project area;
- Prepared deed to join the Middle School and former Gifford properties which now contain school softball and soccer fields; completed deed transfer for the reconfiguration of the Hillside Circle/Hillside Road intersection;
- Coordinated design efforts for the replacement Stone Mill Road and Laurel Lane bridges (federal grant projects);
- Provided information and cost data to the region's Council of Governments and the DOT so that the Town could receive approximately \$600,000 in ARRA (stimulus) funds for transportation related projects;
- Assisted with the coordination and inspection of the gas line project for the Middle School;
- Plowed and sanded roads and parking lots; swept and resurfaced Town roads; mowed roadsides and trimmed vegetation at intersections; graded gravel roads; patched pot holes; repaired signs and guideposts; cleaned waterways, catchbasins and culverts; repaired curbs and driveway lips; installed 6 new speed humps (Depot Road and Conantville Road); removed fallen and hazardous trees from Town roads;
- Mowed, striped, fertilized and overseeded Town and school soccer, baseball/softball, football and field hockey fields; weeded Town flower beds; hauled trash from Town parks and recreation areas;

DEPARTMENT OF PUBLIC WORKS continued...

- Assisted with site work in new parks – River Park (Plains Road) and Lynch Landing (Depot Road); completed site work around the skate board park and the Southeast fields concession building; rebuilt the walkway along Rte 195 between Rte 275 and Hanks Hill Road;
- Coordinated Town's mapping and parcel updates for the graphic information system (GIS);
- Continued oversight of the EPA clean-diesel grant for the school busses; 20 busses were retrofit with particulate filters;
- Re-bid the multi-family refuse collection contract; set up "single-stream" recycling to begin in July of 2009;
- Repaired Bassetts Bridge Road flooding damage caused in the faster than usual filling of the Mansfield Hollow Reservoir in December of 2008.

Plans for FY 2009-2010

- Complete the Hunting Lodge Road bikeway/walkway and the Riverside Burying Ground;
- Install the gas line on Davis Road that will serve the Middle School;
- Complete the bulk of the design work for the Four-Corners sewer and water piping systems;
- Begin construction of the Dodd Road bridge replacement project;
- Bid and oversee the construction of the remaining section of the Birch Road bikeway;
- Oversee the design work for Route 195 in the Storrs Center project area; bid the road work for construction;
- Provided that bond funds are authorized, bid the Stone Mill Road and Laurel Lane bridge replacement projects and coordinate the design-build installation of a salt shed at the Town garage;
- Perform the usual routine road and grounds maintenance work (as detailed above);
- Complete the final site work around the last soccer field at the Lions club complex;
- Conclude the final work for the EPA clean-diesel school bus grant;
- Assist the Town's sustainability committee in understanding and coordinating the Town's multi-faceted sustainability efforts.

REGISTRARS OF VOTERS

Bev Miela and Andrea Epling, Registrars
429-3368

The Registrars of Voters, under 9-32 of the Connecticut General Statutes, are mandated to maintain the voting registration records for the Town of Mansfield. Their duties include conducting the annual canvass of registered voters, managing elections, primaries and referenda, securing and training poll workers, responding to requests for voter registration and education, and processing mail-in and cross town registrations. The Registrars of Voters work to further ensure the accuracy of the official registry list. They also expanded voter outreach in the local schools.

Accomplishments for FY 2008-2009

- Conducted the annual canvass of voters using the National Change of Address System;
- Conducted the E. O. Smith Special Referendum in February 2009, the Region 19 Budget Referendum in May 2009, the Town Budget Referendum in June 2009 and the Municipal Election in November 2009;
- Conducted and will continue to conduct training sessions and informational sessions for the OpticalScan Voting system. Attended mandatory instructional meetings conducted by the Secretary of the State's office concerning the voting system. Attended the Spring and Fall Registrar of Voters Conferences;
- Registered new Mansfield voters and new UConn voters.

Plans for FY 2009-2010

- Anticipating an E.O. Smith Budget Referendum in May 2010, a Town Budget Referendum in June 2010, a State Primary in August 2010 and a State Election in November 2010;
- Conduct the annual canvass;
- Continue implementation of statewide voter registration computer system;
- Continue training on new approved voting system;
- Continuation of registration, education and participation in voter outreach efforts;
- Attend the ROVAC Spring and Fall Conferences.

TOWN CLERK

Mary Stanton, Town Clerk

429-3303

The Town Clerk's office records all land records, maps, vital statistics, and maintains all minutes for the major boards and committees. Marriage and Civil Union licenses are available in the office. All sport licenses for inland and marine fishing, hunting, trapping, pheasant tags, deer tags, migratory bird stamps, and hip permits are sold from this office. In June of each year all dogs must be licensed by the Clerk's office. This office has staff, who are notary publics, and will notarize documents as authorized by the Town. Certified copies of records recorded in the office may be purchased and other Town records may be viewed in the office or copies purchased in accordance with the Freedom of Information Act. Veterans' Discharges are recorded in the office as well as notary publics, liquor permits, trade names and a current list of Justices of the Peace. The Town Clerk assists town organizations in setting up raffles and games of chance. All notices of town meetings, committee meetings and public hearings are posted on the signpost outside the Clerk's office within time limits set by the Freedom of Information Commission. All election materials and procedures for holding elections are arranged in collaboration with the Registrar of Voters. Absentee ballots and Presidential ballots are issued from this office. The Town Clerk serves as clerk to the Town Council and as staff support for the Committees on Committees and the Cemetery Committee. An Assistant Town Clerk serves as secretary to the Zoning Board of Appeals. The Clerk's office approves the scheduling of most meeting rooms in the Audrey P. Beck Municipal Building, processes the mail, and the staff serves as the Municipal Records Managers for the Town.

Accomplishments for FY 2008-2009

- Total Land Records recorded 2225: Maps recorded 101; Marriage Licenses issued 77; Civil Union Licenses issued 1; Deaths recorded 92; Births of residents recorded 77;
- Dog Licenses issued July 1, 2008-June 30, 2009 were 1,672 and 3 Kennels;
- Sport Licenses sold 635;
- The Presidential Election was held on November 2, 2008 with 79.8% of registered voters in Town voting. The Town Clerk's office distributed 675 absentee ballots prior to the election and 176 Presidential ballots on Election Day. A referendum on replacement of the track at E.O. Smith was held and failed to pass on February 10, 2009 with 1555 citizens voting; a referendum on the E.O. Smith Budget was passed on May 4, 2009 with 771 citizens voting and a referendum on the Town's Budget was passed on June 16, 2009 with 1,379 citizens voting. In addition to the issuance of absentee ballots, the Town Clerk's office is responsible for certifying petitions, all legal notices, ballot preparation, election data summaries and all newly elected/appointed Justices of the Peace;
- Conducted Town Clerk responsibilities for the Annual Town Meeting for Budget Consideration and the Special Town Meeting for approval of the Rte. 195 Streetscape. Duties include publication of all legal notices and warnings, coordinating the set up for the Town meetings and the recording and issuance of the minutes;
- Prepared, submitted and received a Historic Preservation Grant for the 2009/2010 fiscal year. This grant will continue the work on indexing and organizing the remaining records that still require attention. Achieved the goals and projects as outlined in the 2008/2009 Historic Preservation Grant;
- Worked with the UConn Police Department to ensure that all current members of the force have been properly sworn in and documented as Special Constables for the Town;
- Organized and filed all Historic District Commission Certificates of Appropriateness, by address;
- Reviewed and established a system for the maintenance of confidential birth records;
- Implemented the new DEP electronic licensing system for all sporting licenses;
- Worked with the Assistant to the Town Manager to develop a Freedom of Information Policy, and assisted with hosting an educational session for staff and citizens presented by Thomas Hennick, educational specialist for the Freedom of Information Commission;
- Worked with the Personnel Committee to assist in the development of Rules of Procedures for the Town Council;
- Worked with the Committee on Committees to consolidate and standardize the length of terms of certain Town committees.

Plans for FY 2009-2010

- Continue to investigate the implementation of the land record-scanning component of the POS system, which would allow citizens to review Town land records in our office on line;
- Evaluate Historic Preservation Grant funding and, if money is available in the FY2010/2011 cycle, prepare a grant submission for the next stage in the Record Management Plan;

TOWN CLERK continued...

- Continue to work on the current record management project by sorting and organizing materials currently stored in the basement. Create an inventory and index of all Town records material. Continue to create electronically available databases for staff reference. Monitor the humidity and temperature levels in the vault using an electronic data logger;
- Investigate options for Mylar map filings and plan for future storage needs in the vault;
- Create an electronic file of burial permits filed in the Town and cemetery deeds for Town owned cemeteries;
- Continue to make customer service our highest priority.

Committees, Boards and Commissions

AMERICANS WITH DISABILITIES ACT GRIEVANCE COMMITTEE

The purpose of the ADA Grievance Committee is to hear and to investigate grievances and other concerns filed against the town under the Americans with Disabilities Act (ADA). Upon completing its investigation of a particular case or incident, the committee renders a decision regarding its findings and may provide a recommendation to resolve the matter. The committee only hears claims filed with the town, and does not get involved with claims filed in a court or another outside forum.

ADVISORY COMMITTEE ON THE NEEDS OF PERSONS WITH DISABILITIES

The Committee on the Needs of Persons with Disabilities was founded in 1976 and became an official town committee in 1982. The Committee has been instrumental in improving conditions related to accessibility and inclusion for all residents of Mansfield.

Accomplishments for FY 2008-2009

- Reviewed and made recommendations to the Planning and Zoning Commission for new construction projects;
- Advocated for improved accessibility to local businesses, including successfully advocating for the installation of an automatic door at the TJ Maxx store;
- Participated in the Know Your Towns Fair to promote the purpose and community awareness of the Committee;
- Responded to accessibility issues brought to the Committee by residents;
- Developed a web page on the Town's website that can be used as a resource for people with disabilities;
- Met with Post Office representatives to discuss accessibility issues at the two post office buildings;
- Advocated for Community Center improvements.

Plans for FY 2009-2010

- Continue to provide advocacy and oversight regarding the needs of residents with disabilities, focusing on access to buildings and services, transportation and overall quality of life;
- Refine the mission and purpose of this committee to define its role relative to the larger community;
- Focus on increasing awareness and enforcement regarding the issue of accessible parking violations;
- Increase publicity regarding the work of this committee, including utilizing local media outlets;
- Advocate for improved and new sidewalks in targeted areas of town;
- Continue to pursue accessibility of the Post Office buildings and other businesses;
- Assume responsibility as the town's ADA Grievance Committee.

AGRICULTURE COMMITTEE

The Agriculture Committee advises the Town Council and other bodies on matters related to preserving farmland and agricultural activity in Mansfield.

Accomplishments for FY 2008-2009

- Produced the 2009 "Mansfield Country Agricultural Products and Services" brochure;
- Provided information to farm community about farm grant programs;
- Reviewed zoning proposals;
- Reviewed Mansfield agriculture leases on Town-owned property.

Plans for FY 2009-2010

- Produce the 2009 "Mansfield Country Agricultural Products and Services" brochure;
- Provide information to farm community about farm grant programs;
- Review zoning proposals;
- Review Mansfield agriculture leases on Town-owned property;
- Work with the Planning and Zoning Commission on regulations regarding the keeping of farm animals and other agricultural issues;
- Host an informational forum for the Town Council and other members of community regarding the work of the committee.

ARTS ADVISORY COMMITTEE

The Arts Advisory Committee is charged with advising the Town Council and Manager on issues related to the arts. The committee looks to promote and encourage interest and participation in the arts and may work to compliment activities and events sponsored by private organizations having the same purpose and goal.

Accomplishments for FY 2008-2009

- Arranged rotating art displays at the Mansfield Community Center (MCC);
- Posted the MCC exhibit calendar and artist information on the Town's website (www.mansfieldct.org/town/current/recreation/art_online/);
- Revised the Artist's Consent form to reflect tighter procedures governing display and removal of art at the MCC and new insurance coverage for displayed art;
- Sponsored two receptions for artists exhibiting at the MCC;
- Arranged for a reading at the MCC by members of the CLIR Memoir Writing Group;
- Contributed judges for the Festival on the Green's 2008 Art Show and arranged for display of prize-winning works at the MCC.

Plans for FY 2009-2010

- Continue to arrange rotating art displays at MCC;
- Advertise opportunities to display art at the MCC and other venues to local artists;
- Broaden arts activities at the MCC by arranging "coffee house" readings and performances by local writers and artists;
- Continue to advocate an arts presence in the proposed Storrs Center development and to assist the Festival on the Green Committee in planning its Festival Art Show.

BEAUTIFICATION COMMITTEE

The purpose of the Beautification Committee is to improve the aesthetic appearance of Mansfield by reducing unattractive areas. The Committee places flowering plants in key locations and recognizes individuals and businesses that contribute to the beautification of Mansfield.

BOARD OF ASSESSMENT APPEALS

The Board of Assessment Appeals hears appeals related to the assessment of motor vehicles and other property. The Board adjusts the assessment, valuation, etc. of personal property when appropriate and adds taxable property to the grand list when it has been wrongly omitted.

BOARD OF ETHICS

The Board of Ethics issues guidelines on matters related to ethics (i.e. ex parte communication) and establishes procedures for the public to initiate complaints alleging violations of Mansfield's Code of Ethics. The Board holds hearings concerning the application of the Code and its violation and makes recommendations for action to the Council when the Code has been violated.

BUILDING BOARD OF APPEALS

The Building Board of Appeals hears appeals regarding decisions made by the Building Official and renders decisions upon the appeal.

CATV ADVISORY COMMITTEE

The CATV Advisory Committee intervenes in any contested case before the department involving the CATV company which the Council is advising. The Committee reviews all community access programming that has been the subject of a complaint.

CEMETERY COMMITTEE

The Cemetery Committee advises the Town Manager in the management, care and maintenance of public cemeteries and provides assistance in the maintenance and care of cemeteries controlled by private associations, if such help is requested. The Committee, within the framework of an approved Town budget, advises the Town Manager in the expenditure of Town funds to have burial grounds cleared of weeds, briars and brush, grass mowed, fences and walls repaired and monuments straightened and repaired. The Committee also studies the need for and makes recommendations to the Town Manager for the enlargement of present cemeteries and for the acquisition of land for new cemeteries as permitted under the Town's ordinances and advises the Town Manager in the development of a budget for implementing the above programs.

Accomplishments for FY 2008-2009

- Surveyed the Old Burial Grounds in Mansfield Center, identifying monuments that need attention;
- Completed work on a "cremation only" burial ground adjacent to the Gurleyville Cemetery;
- Continued turf and tree maintenance programs.

Plans for FY 2009-2010

- Continue efforts to restore and maintain town owned cemeteries;
- Write and approve regulations and fee structure for the "cremation only" area adjacent to the Gurleyville Cemetery now called the Riverside Burial Grounds;
- Support the Riverside Burying Ground Association's transfer of the Gurleyville Cemetery to the Town;
- Arrange for the restoration of a large brownstone monolith in Mansfield Center and other monuments as needed.

COMMISSION ON AGING

The Commission on Aging (COA) studies the conditions and needs of elderly persons in the Town in relation to housing, economics, employment, health and nutrition, recreation, transportation and other matters. The Commission recommends and evaluates programs to meet the needs of the elderly and suggests priorities for action. Members serve as a resource group to which Mansfield citizens can turn either individually or as groups when they have problems or questions about programs or needs of the elderly. The Commission then furnishes information outlining needs to agencies and groups who are interested in, or who provide services for, the elderly.

Accomplishments for FY 2008-2009

- Communicated with Town Government regarding improvement of audio facilities in Council Chambers;
- Promoted the internet to keep updated information available for seniors and families;
- Formed a sub-committee to consider possible sites for a new Senior Center and kept the Town Government aware of the need.

Plans for FY 2009-2010

- Ensure that the needs of seniors continue to be represented in the Town's strategic planning initiative;
- Implement recommendations from the long-range plan, focusing on the priority issues of transportation, information dissemination, senior center space needs, and access to public meetings;
- Promote the development of a new Senior Center as a future initiative for the Town Council to consider.

COMMUNICATIONS ADVISORY COMMITTEE

The Communications Advisory Committee is a seven member committee composed of Mansfield citizens. Additionally, guest speakers, elected officials, staff, and citizens may attend meetings as well. The Committee was formed by the action of the Town Council in 2008 and advises the Town on communications efforts. The Committee meets regularly throughout the year and focuses its efforts on reviewing current and past Town communications efforts, as well as formulating advice for improving future communication practices.

CONSERVATION COMMISSION

The Mansfield Conservation Commission is charged with advising the Town Council, the Planning and Zoning Commission, and other Town agencies and officials on policies and issues relating to the development, conservation, supervision, and regulation of natural resources (including water resources) within the Town of Mansfield.

CONSERVATION COMMISSION continued...

Accomplishments for FY 2008-2009

- Assisted with open space and parks management issues and grant applications;
- Commented on numerous Inland Wetland Agency and Planning and Zoning Commission applications and violation issues;
- Commented on proposed Zoning Regulation revisions affecting agricultural uses and proposed subdivision regulations regarding common driveways;
- Commented on proposed revisions to the WINCOG Regional Land Use Plan;
- Reviewed and provided input regarding UConn land use projects including: a planned compost facility and the planned extension of North Hillside Road, the proposed use of town land for White Oak Condominium septic system repairs, the proposed CL&P Interstate Reliability Project, which would impact Mansfield and other Eastern Connecticut municipalities;
- Continued to provide input to the municipal aquifer protection agency and other agencies regarding local and regional water supply issues.

Plans for FY 2009-2010

- Assist with open space and parks management issues;
- Comment on Inland Wetland Agency and Planning and Zoning Commission applications and proposed regulation revisions;
- Review and provide input to the Town Council regarding significant UConn projects and other projects that would impact Mansfield;
- Provide input to the municipal aquifer protection agency;
- Monitor Town-owned conservation easements.

CONSTABLES

Mansfield Town Constables serve under State statutes. They have the power to serve and execute all lawful process legally directed to them.

DAY CARE CENTER BOARD OF DIRECTORS

The Day Care Center Board of Directors is responsible for the administration of the Mansfield Discovery Depot. The purpose of the Board is to maintain, regulate, manage and operate a high-quality day care center in the Town of Mansfield primarily for the residents of and those who work in Mansfield.

DESIGN REVIEW PANEL

The five person Design Review Panel is appointed by the Planning and Zoning Commission (PZC) to provide independent citizen review comments on Site Plan and Special Permit applications pending before the PZC. Members serve two year terms and are selected based on backgrounds in landscape architecture, engineering, historic preservation, architecture/design, business/construction or a related field.

EASTERN HIGHLANDS HEALTH DISTRICT BOARD OF DIRECTORS

The Eastern Highlands Health District Board of Directors is the governing body for the Health District, which is an independent entity of local government. The individual members are appointed by the legislative body of each member town. The Board appoints and supervises the local Director of Health, subsequent to a public hearing approves an annual budget, sets Health District policy and promulgates local rules and regulations for the promotion of local public health.

EMERGENCY MANAGEMENT ADVISORY COUNCIL

Elizabeth Paterson, Chair

The Emergency Management Committee is established by Ordinance and is consistent with CGS § 24-7. The Committee's charge is to offer advice to the Town Manager and the Director of Emergency Management on emergency management issues.

HISTORIC DISTRICT COMMISSION

The Mansfield Historic District Commission was established by ordinance to promote the educational, cultural,

economic and general welfare of the Town of Mansfield through the preservation and protection of buildings and places of historic interest by maintenance of such landmarks in the history of architecture and of the Town of Mansfield, and through the development of appropriate settings for such buildings, places and districts.

HOUSING AUTHORITY BOARD OF DIRECTORS

The Housing Authority Board of Directors is comprised of commissioners that serve as governing officers or directors of the Housing Authority. Once appointed by the Town Council, commissioners are independent, non-partisan public servants. They are responsible for major policy and leadership decisions. The Executive Director they hire is responsible for the day-to-day administration of the Housing Authority and its programs. A commissioner may, and commonly does, serve many terms in providing this service.

HOUSING CODE BOARD OF APPEALS

The Housing Code Board of Appeals consists of 3 electors of the community that serve overlapping 3 year terms. The members must, in the view of the Town Council, possess the experience, capability and judgment to pass on matters pertaining to the code. There are 2 alternates which must have the same qualifications of the full board members. It is the board's duty to hear appeals from an aggrieved party, when in the appellant's opinion, the code has been misinterpreted by the Code Official. A written appeal must be filed with the Housing secretary who also acts as secretary of the appeals board. An application fee of \$100 is due upon filing. The board must meet within 20 days of the appeal being filed. The board will consider evidence at the hearing and render a decision to either modify or reverse the inspector's decision upon a concurring majority vote. The appellant may request review by the Superior Court if they do not agree with the board's decision.

HUMAN SERVICES ADVISORY COMMITTEE

The Human Services Advisory Committee meets with the Director of Human Services to review and provide guidance regarding department programs and budgets.

JUDGE OF PROBATE

Claire Twerdy, Judge
429-3313

Connecticut's probate courts have jurisdiction to hear and decide the following matters: adoptions (minors and adults); appointment of a temporary guardian of a minor child; award of temporary custody of a minor and appointment of guardian of a minor (following removal); termination of parental rights of a minor; emancipation of a minor; determination of paternity; appointment of a guardian of a person with mental retardation; appointment of trustee for property of mission person; involuntary commitment of a person with psychiatric disabilities to a mental hospital and related matters (adults and minors); change of name (minors and adults); custody of remains of a deceased; decedents estates; trusts and certain accounts; conservatorships; and, estates of minors. The court also processes passport applications.

LIBRARY ADVISORY BOARD

The Library Advisory Board provides advice in formulating policies and objectives, publicizing and recommending new programs, reviewing the proposed budget, enlisting public cooperation and understanding for programs, assisting with cultural activities associated with the library and making recommendations concerning acceptance of any bequest, devise, gift or endowment.

Accomplishments for FY 2008-2009

- Reviewed and provided feedback on the proposed library budget for FY 2009-10:
 - Expressed concern that donations from The Friends of the Mansfield Library have become necessary to maintain the collection.
 - Discussed minimum number of staff needed in the building both to protect the safety of patrons and staff, as well as to maintain the integrity of the collection.
 - Submitted a letter to the Town Council for reconsideration of the number of hours that the Mansfield Library is open.
 - Reviewed statistics on times Library hours could be cut to have the least effect on the community.
- Reviewed and advised acceptance of the Mansfield Public Library's Collection Development Policy:
 - Under Responsibility for selection, "professional librarians" changed to "library staff".
 - Under G. "shall" changed to "may" so it reads: "materials...in poor physical condition may be discarded."

LIBRARY ADVISORY BOARD continued...

Plans for FY 2009-2010

- The Library's policies and mission statement are due for a review.
- The Minimum Standards for CT Principal Public Libraries should be reviewed and compared to Mansfield Public Library.

MANSFIELD ADVOCATES FOR CHILDREN

Mansfield Advocates for Children-MAC, (formerly the Mansfield School Readiness Council) is an advisory committee composed of volunteers who are appointed by the Town Council and Mayor of Mansfield. The mission of this body is: "To contribute to the positive development of all young children in Mansfield." MAC maintains a relationship with the Mansfield Board of Education, the Town Council and the Mayor. These relationships are important to sanction the work and vision of this group. The connections between Town leadership and MAC represent a clear and valuable commitment to the issues of early care and education by the Town and school district leadership. Regular communication between MAC and these entities is a priority for MAC.

Accomplishments for FY 2008-2009

- Applied for and received \$107,000 for the Mansfield School Readiness Program to enter its eleventh year of operation, supporting sixteen 3 and 4-year olds enrolled in one of 4 nationally accredited early care centers;
- Worked with the Mansfield Public Schools on the 11th year of the William C. Graustein Memorial Fund;
- Coordinated efforts to develop the Mansfield Family Resource Guide for use by newcomers or new parents in Town;
- Coordinated events as part of a week-long celebration in April for the "Week of the Young Child";
- Coordinated efforts to develop a Plan for Mansfield's Young Children with a \$40,000 grant acquired from the William C. Graustein Memorial Foundation;
- Incorporated the data collected, reviewed and analyzed about the status of adequate access to quality infant/toddler care in Mansfield into the Mansfield Plan for Young Children and continue to seek funding for a feasibility study on this topic;
- Met with members of the UConn Work/Life Council to update on the Infant/Toddler access work.

Plans for FY 2009-2010

- Continue to implement strategies from the Plan for Young Children using funds from the Graustein Memorial Fund;
- Deliver presentations of the Plan for Mansfield's Young Children to local groups;
- Continue to develop Week of the Young Child activities;
- Continue to provide outreach to underserved members of the community for early care and education;
- Using relevant data about the status of infant and toddler care in Mansfield, seek funding for a feasibility study;
- Develop and maintain regular connections between the early care providers and the public school system;
- Offer training on parent leadership and education of child development in collaboration with the Town of Coventry.

MANSFIELD DOWNTOWN PARTNERSHIP BOARD OF DIRECTORS

The MDP Board of Directors is made up of 18 representatives from the Town of Mansfield, surrounding communities, and the University of Connecticut. The Board of Directors establishes policy for the Partnership, oversees the development of the Storrs Center downtown project, and develops projects to promote the Town of Mansfield.

OPEN SPACE PRESERVATION COMMITTEE

The Open Space Preservation Committee serves as a resource to the Town Council concerning open space issues. Following guidelines in the Town Plan of Conservation and Development, the committee evaluates various properties, reports on their suitability for preservation and makes contact and works with landowners and developers in order to suggest and discuss ways in which open space can be preserved.

Accomplishments for FY 2008-2009

- Continue to review properties for their suitability for preservation according to the Mansfield Plan of Conservation and Development;

OPEN SPACE PRESERVATION COMMITTEE continued...

- Continue to review subdivision and zoning proposals;
- Provide input to Planning and Zoning Commission regarding the subdivision regulations.

Plans for 2009-2010

- Continue to review properties for their suitability for preservation according to the Mansfield Plan of Conservation and Development;
- Continue to review subdivision and zoning proposals;
- Provide input to Planning and Zoning Commission regarding the subdivision regulations;
- Host an informational forum for the Town Council and other members of community regarding the work of the committee.

PARKS ADVISORY COMMITTEE

The Parks Advisory Committee (PAC) is charged with identifying and evaluating park needs as well as making recommendations for the acquisition and operation of parks and community gardens. The Committee also reviews annual budget requests concerning parks and makes recommendations thereon.

Accomplishments for FY 2008-2009

- Involved the community in Mansfield Parks by continuing to offer environmental education programming and an organized, supervised natural areas volunteers program, many co-sponsored with Joshua's Tract Conservation and Historic Trust;
- Continued the annual land management review process;
- Provided input on subdivision proposals, open space acquisition, grant proposals, Parks and Recreation budget, and a property to parks procedure.

Plans for FY 2009-2010

- Continue to offer environmental education programs co-sponsored with Joshua's Tract Conservation and Historic Trust;
- Continue annual land management review process;
- Provide input on subdivision proposals, open space acquisition, grant proposals, Parks and Recreation budget, and a property to parks procedure;
- Continue to improve public information about Mansfield Parks and Preserves;
- Assist with the opening of River Park;
- Prepare, in conjunction with staff, management plans for Town-owned properties;
- Host an informational forum for the Town Council and other members of community regarding the work of the committee.

PERSONNEL APPEALS BOARD

The Personnel Appeals Board assures that the employment system of the town is fair and equitable and serves the interest of the Town while respecting the proper claims of the employees.

PLANNING & ZONING COMMISSION AND INLAND WETLAND AGENCY

The Planning and Zoning Commission (PZC) and Inland Wetland Agency (IWA) take pride in trying to ensure the future of Mansfield as a desirable place to reside and visit. In reviewing all aspects of development, the PZC and IWA consider impacts on traffic, neighborhood compatibility, natural and historic resources, inland wetland areas, water supply, waste disposal, fire safety and aesthetics such as landscaping and architecture. The sites of all pending applications are visited by members to observe these factors in the field.

Accomplishments for FY 2008-2009

- Held twenty-three PZC meetings, seventeen (17) IWA meetings, eleven (11) joint field trips, held numerous committee meetings;
- Reviewed over thirty-five (35) applications or enforcement actions involving activities within regulated inland wetland/watercourse areas;

PZC & IWA continued...

- Presented at public hearings and subsequently approved the rezoning of approximately fifty (50) acres of land west of Mansfield City Road and south of Pleasant Valley Road to a new Pleasant Valley Residence Agriculture Zone. Adjacent land to the west of this new zone remains under study;
- Presented at public hearings and subsequently approved over twenty (20) revisions to Zoning Regulations. The Zoning revisions include for new multi-family housing developments, revised density provisions, new housing mix and affordable unit requirements and revised provisions for stormwater management, pedestrian and public transit improvements, open space and recreation and underground utilities;
- Presented at public hearings proposed revisions to over twenty-five (25) sections of the Zoning and Subdivision Regulations, including provisions affecting agricultural uses, common driveways, live music permits and home occupations involving contractors and tradesmen. Except for the proposed agricultural and common driveway revisions all of the new revisions became effective on August 1st;
- Reviewed and approved eight (8) subdivisions and a total of thirty-nine (39) lots; five (5) new efficiency unit apartments; expansions of the St. Paul's Collegiate Church on Storrs Road and the Motorcycle Consultant repair and sales use on Stafford Road; three (3) gravel/stone removal/renewal permits; and a replacement commercial building at the corner of Storrs and Bassetts Bridge Roads. In addition, the PZC acted upon numerous use and site improvement modifications, Town Council referrals and bonding arrangements;
- During this period public hearings were held on a proposed thirty-two (32) unit condominium multi-family housing project on Meadowbrook Lane. Action is expected in the fall of 2009;
- Requested and participated in an Environmental Review Team study of a planned student housing development off of Hunting Lodge Road. Applications for this project are expected in late 2009 or early 2010;
- Reviewed and commented upon the planned extension of Hillside Road to Route 44, proposed UConn academic buildings, the CL&P Interstate Reliability project and the WINCOG Regional Land Use Plan update.

Plans for FY 2009-2010

- Continued thorough review of all land use applications and enforcement of existing regulations;
- Continued review and updating of Mansfield's Zoning Map and land use regulations;
- Continued monitoring of University of Connecticut land use activities.

PUBLIC SAFETY COMMITTEE

As set out within statute, the mission of Mansfield's Public Safety Committee is to review safety and security concerns related to our local correctional facility, the Donald T. Bergin Correctional Institution. The membership of the Committee is comprised of Warden Eileen Higgins of Bergin CI, as well as eleven citizen representatives appointed by the Mayor. The Committee meets quarterly during the months of January, April, July and October.

Accomplishments for FY 2008-2009

- Notified citizens that the emergency notification phone system would be tested;
- Tested the emergency notification system;
- Toured the DBCI facility to observe programming and interact with staff and inmates; heard presentation on gang activities and behavior;
- Maintained a good working relationship between the community and DBCI; the Committee appreciates and supports the outreach program;
- Town and Bergin staff worked cooperatively to provide inmate work crews to the Town to help with litter pick-up;
- and no escapes occurred from DBCI.

Plans for FY 2009-2010

- Touring the DBCI facility;
- Re-testing the emergency notification phone system;
- and introducing new DBCI command staff to the Public Safety Committee.

QUIET CORNER COMMITTEE

The purpose of the Quiet Corner Committee is to promote tourism in the North East section of Connecticut. Twenty-one towns in North Eastern Connecticut make up the Quiet Corner tourism region. A wide variety of informational pamphlets are published and distributed as part of this Committee's duties.

RECREATION ADVISORY COMMITTEE

The Recreation Advisory Committee (RAC) is charged with identifying and evaluating recreational needs as well as making recommendations for the institution and operation of programs. RAC continues to support the implementation, development and expansion of program offerings in order to meet the recreational needs of the community.

Accomplishments for FY 2008-2009

- Continued the annual review of co-sponsored organizations;
- Endorsed National Youth Sports Coaches Association (NYSCA) Certification Program;
- Made on-going recommendations to the Parks and Recreation Department on policies and programs;
- Continued review of and support for Community Center operations.

Plans for FY 2009-2010

- Annual review of co-sponsored organizations, including Mansfield Junior Soccer Association, Mansfield Little League, and Tri-Town Youth Football and Cheerleading Association;
- Advise on Community Center operations and other department programs;
- Implement Management Plans for Lion's Memorial Park, Southeast Park, and Sunny Acres Park;
- Support Community Center membership initiatives.

REGIONAL SCHOOL DISTRICT #19

The Constitution of the State of Connecticut requires that free public education be made available to all citizens. The state's legislature has delegated this responsibility to local and regional school boards. The Regional School District #19 Board of Education accepts this obligation. Its mission is to represent the interests of all residents of the district in providing for the educational needs of young men and women of senior high school age. The board seeks to accomplish this by securing community support, providing for the employment of competent faculty and staff and developing effective policy. In accomplishing its mission, the board intends to meet all legal requirements and to efficiently utilize the resources made available to the district.

SOLID WASTE MANAGEMENT/ RECYCLING COMMITTEE

The Solid Waste Advisory Committee acts as a community sounding board for the Town's solid waste policies. These policies include issues relating to residential refuse and recycling service, transfer station operations, promotion of recycling and waste prevention, hazardous waste disposal, and bulky waste disposal. This is the eighteenth year that user fees have funded the Town's volume-based waste collection (pay-per-bag of garbage). Over the year, 34% of all residential waste was recycled- single-family residences recycled 41% of their waste and multi-family residences recycled 12% of their wastes. Multi-family residences are those that have dumpster service and their recycling rate remains low in spite of efforts to reverse this trend. Trash and recycling service is contracted to Mayo & Sons for single-family residences and Willimantic Waste Paper, Inc. for multi-family residences.

Accomplishments for FY 2008-2009

- Offered a series of organic land care workshops for homeowners – organic lawns, waterwise landscaping and composting;
- The Mid Northeast Recycling Operating Committee (Mid-NEROC), of which Mansfield is a member town, continued its operations of the Regional Household Chemical Waste Drop-Off Facility;
- Managed the Mansfield schools' composting programs for the eleventh year- compost bins constructed at Vinton and Goodwin - they start on-site composting school year 08-09;
- Worked with the Festival on the Green to create a low-waste Festival event. Reduced waste by 87%;
- Worked with UConn student outreach to regularly collect litter along Hunting Lodge/North Eagleville corridor;
- Continued to enforce the litter ordinance;
- Presented classes on waste issues (toxic household products, green building design and recycling) in the schools;
- Advocated for recycling-related state legislation;
- Staffed a clean energy group in order to expand residential support for renewable energy and move the Town forward on its 20% by 2010 commitment;
- Hosted presentations on solar leasing program, solar thermal installation and home energy efficiency;
- Worked with UConn to collect usable items during spring move-out, called "Give and Go." Collected 4 tons of material that were given to local charities;

SOLID WASTE MANAGEMENT/RECYCLING COMMITTEE continued...

- Administered Clean School Bus grant. Twenty buses were retrofit with diesel particulate filters.

Plans for FY 2008-2010

- Sustain school wide composting programs and manage refuse contracts;
- Continue working with the Festival on the Green committee to create a low-waste Festival event;
- Continue enforcing the litter ordinance in problem areas of Town;
- Continue offering classes to the schools on waste and energy issues;
- Continue residential home composting program;
- Continue advocating for recycling-related state legislation;
- Continue organic land care workshops and programs;
- Educate and disseminate information to residents on sustainability-related issues;
- Continue work with the clean energy group.

SUSTAINABILITY COMMITTEE

The Sustainability Committee is charged with maintaining a general overview of the sustainability of the Town, to specifically include the following responsibilities: provide guidance and proposals to the Town Council regarding sustainability principles to be adopted by the Town Council or to be administratively implemented; monitor implementation of principles and policies as adopted by the Town Council and administrative programs, and report to the Town Council annually; coordinate and collaborate with Town boards and commissions, organizations, regional and state agencies to advance sustainability principles, plans, and policies established; and seek information from other organizations to aid in the development of strategies, programs and initiatives that will further the sustainability goals established by the Council by policy or budgetary support of administrative programs.

TOWN HISTORIAN

The Town Historian is an invaluable resource. The voluntary position was created in August 1991 to provide information and advice on the Town's history to the community, historical societies and local government. All books and materials published by the Mansfield Historical Society are reviewed and worked on by the Town Historian. The position is a labor of love and is research intensive. Those interested in serving as the next Town Historian are asked to call 429-3336.

TOWN/UNIVERSITY RELATIONS COMMITTEE

The Town/University Relations Committee was established in 1992 with a mission to promote and sustain positive relations between the University of Connecticut and the larger Mansfield community. The committee is comprised of representatives from both the town and the university, and is co-chaired by the Mayor and a university representative. The committee meets the second Tuesday of every month at 4:00 p.m. Members of the public are encouraged to attend, and the committee provides an opportunity for public comment at each meeting.

TRANSPORTATION ADVISORY COMMITTEE

The Transportation Advisory Committee is composed of Town Council members, Planning and Zoning Commission members, staff members and citizens at large. The Committee helps advise the Council and staff in Town and Regional transportation matters.

In fiscal year 2008-2009, the Transportation Advisory Committee again reviewed its priority walkway and bikeway project listing noting that the bikeway section on Hunting Lodge Road between North Eagleville Road and Carriage House Drive was under construction and the walkways along Route 195 to the Liberty Bank Plaza and along Flaherty Road to Storrs Heights Road were in design. ARRA (stimulus) funds will be awarded to Mansfield to complete the bikeway along Birch Road. High priority projects that have not been funded as yet include a connecting walkway/bikeway along Route 275 from Separatist Road to Maple Road, the continuation of the walking path in Mansfield Center out to the Library/Southeast School and the continuation of the bikeway/walkway at the Four Corners (195/44) area North to the Holiday Mall. Committee members continued to advocate for the continuation of the fare-free bus program for the WRTD's Storrs to Willimantic service. The Town has once again agreed with UConn to prepay the fares for this bus service for Town residents and UConn faculty/staff/students for the 2009-2010 fiscal year. Ridership on this run continues to be at the highest levels ever.

YOUTH SERVICES ADVISORY BOARD

The Youth Service Advisory Board was established in 1978 with a mission to provide advocacy, leadership and direction. The Committee meets monthly with staff of the Youth Service Bureau and the Director of Human Services to review and provide guidance regarding program activities. Membership of the Committee includes students, school administrators, Mansfield Police, and residents.

Accomplishments for FY 2008-2009

- Provided advocacy, leadership and direction to support the mission of the Youth Service Bureau;
- Engaged in planning for services and programs;
- Encouraged student input by having an E.O. Smith student active on our board;
- Endorsed the 33rd year of the Wilderness Challenge Program, Multi-family therapy, Cope, Leap, Jump and Big Friend's, Grandparents Raising Grandchildren's programs;
- Assisted in the development of an Action Plan for the Mansfield 2020 Strategic Plan as it relates to Youth Services;
- Provided input into our program budget;
- Expanded out board membership to include Jay O'Keefe, assistant director at Mansfield community center;
- Reviewed the NECASA funding request application;
- Endorsed the assistance of Ken Caputo from the North Windham Villari's Martial Arts Studio to with our school transition programs.

Plans for FY 2009-2010

- To provide support and advocacy for all Youth Service programs, activities and grants;
- To advocate for an expanded budget;
- Support Youth Services in their development of their new Social Work Internship program;
- Encourage input from community members and look to increasing board membership.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) is established by state statute to hear appeals and to vary the application of Zoning Regulations in cases where enforcement of the regulations would result in exceptional difficulty or unusual hardship. However, variances granted by the ZBA must always be in the "spirit" of the Zoning Regulations, and courts have ruled that the ZBA cannot consider economic hardship as a possible justification for granting a variance.

The ZBA has five members elected at-large to four-year staggered terms, as well as three alternatives appointed by the Town Council to serve two-year terms. Hearings are normally held once a month, and anyone needing a hearing must first obtain a referral from the Zoning Agent. Because of legal notice requirements, applications should be submitted at least 16 days prior to a scheduled meeting date.

Although the ZBA rules on appeals from the decisions of the Zoning Agent, appeals from decisions of the Planning and Zoning Commission (PZC) itself are not heard by the Board and are made directly to Connecticut Superior Court. As a quasi-judicial body, the ZBA must conduct public hearings before ruling on an application, and four of its five members must concur for most actions. Persons wishing to appeal a decision of the ZBA may take the appeal directly to Superior Court.

Members and Staff of Elected and Appointed Committees, Boards and Commissions

Advisory Committee on Persons with Disabilities

Gloria Bent
Jane Blanshard
Michael Collins
Cristina Colon-Semenza
John DeWolf
Wade Gibbs
Jacqueline Kelleher
Joan Seliger Sidney
Jennifer Tanner
Kevin Grunwald (Staff)
Kathy Ann Easley (Staff)

Agriculture Committee

Al Cyr
Charles Galgowski
Larry Lombard
William Palmer
Kathleen Paterson
Carolyn Stearns
Edward Wazer
Vicky Wetherell (OSPC)
Jennifer Kaufman (Staff)

Arts Advisory Committee

Jay Ames (C)
Kim Bova Kaminsky
Thomas Bruhn
Scott Lehmann
Blanche Serban
Jay O'Keefe (Staff)
Curt Vincente (Staff)

Board of Assessment Appeals

Anne Greineder
Eric Holinko
Carol Thomas

Beautification Committee

Isabelle Atwood
Carol Enright
Brian Krystof
Patricia Maines
Richard Norgaard
Jennifer Thompson
Frank Trainor

Board of Education

Martha Kelly
Christopher Kueffner
Mark Laplaca
Min Lin
Holly Matthews
Shamin Patwa
Katherine Paulhus
Carrie Silver-Bernstein
Randall Walikonis
Fred Baruzzi (Staff)

Board of Ethics

Lena Barry (Alt)
Nancy Cox
David Ferraro
Saul Nesselroth (Alt)
Michael Sikoski
Winthrop Smith
Nora Stevens

Building Board of Appeals

Leland Hawkins
Charles Lowe
James Silva
Gregory Zlotnick (C)
Mike Nintean (Staff)

Cemetery Committee

Isabelle Atwood (C)
Barry Burnham
Rudy Favretti
Winston Hawkins
Mary Landeck
Ethel Larkin
Lon Hultgren (Staff)
Mary Stanton (Staff)

CATV Advisory Committee

Fred Baruzzi (BOE)
Grace Enggas
Ida Millman

Commission on Aging

Wilfred Bigl
Kenneth Doeg
Sam Gordon
April Holinko
Carol Pellegrine
Carol Phillips
Joan Quarto
Timothy Quinn
Mary Thatcher
Kevin Grunwald (Staff)

Communication Advisory Committee

Aline Booth
Leila Fecho
Patrick McGlamery
Richard Pellegrine
Joseph Blyskal
Jaime Russell (Staff)

Community Quality of Life Committee

Joseph Briody
Jane Fried
Denise Keane (Council)
David Morse
Toni Moran (Council)
Elizabeth Paterson (Mayor)

Stephen Rhodes (UConn)
Matthew Hart (Staff)
Maria Capriola (Staff)
SGT James Kodzis (Staff)
Gregory Padick (Staff)
Curt Hirsch (Staff)
David Dagon (Staff)
John Jackman (Staff)
Mike Nintean (Staff)
Jim Hintz (Staff) (UConn)

Conservation Commission

Robert Dahn
Peter Drzewiecki
Quentin Kessel (C)
Scott Lehmann
Rachel Rosen (Alt)
Sherry Roy (Alt)
John Silander
Joan Stevenson
Frank Trainor
Grant Meitzler (Staff)

Design Review Panel

Isabelle Atwood
Lee Forrest Cox
Robert Gillard
John Lenard
Peter Minutti

Discovery Depot Board of Directors

Terry Berthelot
Anjana Bhat
Susan Collette
Blagoje Filipovic
Kim Girard
Jane Goldman
Gregory Haddad (TC)
Heather Hintz
Megan Nolan
Bing Wang
Mary Jane Newman (Staff)

Eastern Highlands Health District Board of Directors

Connie Anderson (Alt)
Donald Cianci (Alt)
Frederick Daniels
Louise Eldridge (Alt)
John Elsesser
Ralph Fletcher (Alt)
Matthew Hart
Michael Kurland
Johnathan Luiz
Elizabeth Paterson (C)

Members and Staff of Elected and Appointed Committees, Boards and Commissions

Paul Schur
Joyce Stille
Tierney Tully
Steve Werbner
Deb Walsh

Emergency Management Advisory Council

Michael Kurland
Elizabeth Paterson
Frederick Baruzzi (Staff)
Matthew Hart (Staff)
Lon Hultgren (Staff)
John Jackman (Staff)
William Jordan (Staff)
Sgt. James Kodzis (Staff)
Robert Miller (Staff)

Four Corners Sewer Study Advisory Committee

Pat Ferrigno
Lee Girard
Matthew Hart
Gene Nesbitt
Peter Plante
Kenneth Rawn
Carl Schaefer
Tim Tussing

Historic District Commission

Isabelle Atwood
Anita Bacon
Gail Bruhn (C)
Hamilton Holt (Alt)
Jason Andrew McGarry (Alt)
James Nardi (Alt)
Jody Newymer
David Spencer

Housing Authority Board of Directors

Joan Christison-Lagay
Dexter Eddy
Gretchen Hall
Richard Long (C)
William Simonsen

Housing Code Board of Appeals

Will Bigl
Brian McCarthy
Richard Pellegrine

Human Services Advisory Committee

Marla Hauslaib
Judith Y. Heald
June S. Krisch
Kevin Grunwald (Staff)

Judge of Probate

Claire Twerdy

Library Advisory Board

Eva Bar-Shalom
Edmond Chibeau
Sheila Quinn Clark (C)
James Greene
Heidi Hand
William Hare
Barbara Katz
Rita Pollack
Dale Truman
Louise Bailey (Staff)

Mansfield Advocates For Children

Gloria Bent (C)
Terry Berthelot
Anne Bladen
Liz Bucznski
Susan Daley
Vicki Fry
Jane Goldman
James Greene
Cindy Guerreri
Jessica Higham
Rachel LeClerc
Becky Lehmann
Donna McLaughlin
Mary Jane Newman
Katherine Paulhus
Lisa Young
Louise Bailey (staff)
Sandy Baxter (staff)
Ande Bloom (staff)

Mansfield Downtown Partnership Board of Directors

Stephen Bacon
Harry Birkenruth
Thomas Callahan
Barry Feldman
Gregory Haddad
Matthew Hart
Dennis Heffley
Philip Lodewick
Frank McNabb
Elizabeth Paterson
Christopher Paulhus
Stephen Rhodes
Steve Rogers
Kristin Schwab
William Simpson
Antoinette Webster
David Woods
Cynthia van Zelm (Staff)

Open Space Preservation Committee

Kenneth Feathers
Quentin Kessel
Steve Lowry
James Morrow (C)
Vicky Wetherell
Jennifer Kaufman (Staff)

Parking Steering Committee

Paul Aho
Karla Fox
Martha Funderburk
Manny Haidous
Matthew Hart (staff)
Andy Hill
Lon Hultgren (staff)
Meredith Lindsey
Ralph Pemberton
Melinda Perkins
Michael Taylor
Macon Toledano

Parks Advisory Committee

Julianna Barrett
Michelle Baughman
Susan Harrington (C)
Tom Harrington
Eric Kruger
Alfred Montoya
Penny Potter
Jennifer Kaufman (Staff)

Personnel Appeals Board

Donald Nolan
Crayton Walker
Maria Capriola (Staff)

Planning and Zoning Commission

Michael Beal (Alt)
Rudy Favretti (C)
Joann Goodwin
Roswell Hall III
Katherine Holt
Gregory Lewis
Peter Plante
Barry Pociask (Alt)
Kenneth Rawn
Bonnie Ryan
Vera Stearns
Gregory Padick (Staff)

Members and Staff of Elected and Appointed Committees, Boards and Commissions

Public Safety Committee

Audrey Barberet
Major Ronald Blicher
George Cole (Citz)
Warden Eileen Higgins
Claie Lary
Christopher Paulhus
Richard Pellegrine (VC)
Lieut. Walter Solenski, Jr. (Coventry)
Wunderly Stauder (C)
Susanna Thomas
Maria Capriola (Staff)
Sgt. James Kodzis (Staff)

Recreation Advisory Committee

Darren Cook
Terry Cook
Sheldon Dyer (C)
Donald Field
Michael Gerald
Frank Musiek
Howard Raphaelson
Curt Vincente (Staff)

Quiet Corner Committee

Anne Smith

Regional Board of Education

Francis Archambault, Jr. (C)
Herbert Arico
Janice Chamberlain
Robert Jellen
Therese John
Frank Krasicki
Robert Kremer
Jim Mark
Elizabeth McCosh-Lilie
John Meyers
Timothy P. Nolan Sr.
Elizabeth Peczuh
Michael Sibiga
Bruce Silva (Staff)

Solid Waste Management/ Recycling Committee

Andrea Ames
Robert Coughlin
Jane Knox
Dennis Roberts
Anne Smith
Virginia Walton (Staff)

Sustainability Committee

Leigh Duffy
Matthew Hart
Therese John
William Lennon
Richard Miller
Katherine Paulhus

Bonnie Ryan
Lisa Stafford
Lynn Stoddard
Lon Hultgren (Staff)
Virginia Walton (Staff)

Town Council

Gregory Haddad
Denise Keane
Peter Kochenburger
Meredith Lindsey
Antonia Moran
Elizabeth Paterson (Mayor)
Christopher Paulhus
William Ryan
Carl Schaefer
Maria Capriola (Staff)
Matthew Hart (Staff)

Town Historian

Roberta Smith

Town/University Relations Committee

Philip Barry
Michael Beal
Thomas Callahan
Barry Feldman
James Hintz
Robert Hudd
Richard Miller
Elizabeth Paterson
Stephen Rhodes
John Saddlemire
William Simpson
Maria Capriola (Staff)
Matthew Hart (Staff)
John Jackman (Staff)
Greg Padick (Staff)
Cynthia van Zelm (Staff)

Transportation Advisory Committee

Paul Aho
Greg Frantz
Janet Freniere
Ross Hall
Helen Koehn
Alex Marcellino
Dennison Nash
Michael Taylor
Kevin Grunwald (Staff)
Matthew Hart (Staff)
Lon Hultgren (Staff)
Grant Meitzler (Staff)
Greg Padick (Staff)
Tim Veillette (Staff)

Youth Service Advisory Board

Jennifer Abele
Eileen Griffen
Amber Hoyt
Rachel Leclerc
Ethel Mantzaris
Jerry Marchon
Candace Morrell
Christopher Murphy
Jay O'Keefe
Frank Perrotti
Sheila Riffle
Kevin Grunwald (Staff)
Pat Michalak (Staff)

Zoning Board of Appeals

Sarah Accorsi (Alt)
Suzanne Singer-Bansal
Jack Clauson (Alt)
Martha Fraenkel
Beverly Gotch (Alt)
Shirley Katz
Carol Pellegrine (C)
Julie Wright
Curt Hirsch (Staff)
Sharon Tyler (Staff)

2010 Meeting Schedules: Committees, Boards and Commissions

Advisory Committee On The Needs Of Persons With Disabilities: 4th Tuesday of each month; 2:30pm; Town Hall, Conference Room B

Agriculture Committee: 1st Tuesday of each month; 7:30pm; Town Hall, Conference Room B

Arts Advisory Committee: 1st Tuesday of each month; 7:30pm; MCC Conference Room

Beautification Committee: 4/5, 5/3, 6/7, 9/7, 10/4, 11/1; 7:00pm; Town Hall, Conference Room C

Board of Education: 1/21, 1/28, 2/4, 2/11, 3/11, 4/15, 5/13, 5/27, 6/10, 7/13, 9/16, 9/30, 10/14, 10/21, 11/18, 12/9; 7:30pm; Town Hall, Council Chambers

Cemetery Committee: 3/24, 6/23, 9/22; 3:30pm; Town Hall, Conference Room B

Commission On Aging: 2nd Monday of every month (except holidays); 9:30am; Mansfield Senior Center

Committee on Committees: 3rd Monday of each month; 7:00pm; Town Hall, Conference Room C

Communications Advisory Committee: 1/25, 2/8, 3/8, 4/5, 5/3, 6/7, 8/2, 9/13, 10/4, 11/1, 12/6; 7:00pm; Town Hall, Conference Room B or C.

Community Quality of Life Committee: 1st Thursday of each month; 7:30pm; Town Hall, Council Chambers

Conservation Commission: 3rd Wednesday of each month; 7:30pm; Town Hall, Conference Room B

Day Care Center Board of Directors: 3rd Wednesday of every other month; 7:00pm, Discovery Depot

Eastern Highlands Health District Board of Directors: 1/21, 2/25, 4/15, 6/17, 8/19, 10/21, 12/16; 4:30pm; Coventry Town Hall Annex

Finance Committee: 2nd Monday of each month; 6:00pm; Town Hall, Conference Room B

Historic District Commission: 2nd Tuesday of each month; 8:00pm; Town Hall, Conference Room B

Housing Authority Board of Directors: 3rd Thursday of each month; 8:00am; Housing Authority

Housing Code Board of Appeals: 2nd Monday of each month; 5:00pm; Town Hall, Council Chambers

Human Services Advisory Committee: Meetings held as needed. See the Town Clerk's Office for meeting notices.

Library Advisory Board: 2/2, 4/6, 7/13, 11/9; 7:00pm; Mansfield Public Library

Mansfield Advocates for Children: Meetings held as needed. See the Town Clerk's Office for meeting notices.

Mansfield Downtown Partnership: 1st Tuesday of each month; 4:00pm; Mansfield Downtown Partnership Office 1244 Storrs Road

Open Space Preservation Committee: 3rd Tuesday of each month; 7:30pm; MCC Conference Room

Parks Advisory Committee: 1st Wednesday of each month; 7:30pm; MCC Conference Room

Parking Steering Committee: Meetings held as needed. See the Town Clerk's Office for meeting notices.

Personnel Committee: Meetings held as needed. See the Town Clerk's Office for meeting notices.

Planning & Zoning Commission and Inland Wetland Agency: 1st and 3rd Monday of each month; 7:00pm; Town Hall, Council Chambers

Public Safety Committee: 1/13, 4/14*, 7/14, 10/13; 3:00pm; Town Hall, Council Chambers; *Bergin Correctional Facility at 1:00pm

Recreation Advisory Committee: Meetings held as needed. See the Town Clerk's Office for meeting notices.

Regional School District #19: 1st Tuesday of each month; 7:30pm; E. O. Smith High School, Media Center

Solid Waste Management/Recycling Committee: 1/7, 3/4, 5/6, 7/1, 9/2, 11/4; 7:30pm; Town Hall, Conference Room B

Sustainability Committee: 4th Wednesday of each month; 7:00pm; Town Hall, location varies.

Town Council: 2nd and 4th Monday of each month; 7:30pm; Town Hall, Council Chambers

Town/University Relations Committee: 2nd Tuesday of every month; 4:00pm; Town Hall, Council Chambers

Traffic Authority: 4th Tuesday of each month; 10:30am; Town Hall, Conference Room B

Transportation Advisory Committee: Meetings held as needed. See the Town Clerk's Office for meeting notices.

Youth Services Advisory Board: 2nd Tuesday of each month; 12:00pm; location varies

Zoning Board of Appeals: 2nd Wednesday of each month; 7:00pm; Town Hall, Council Chambers

Meeting dates/times/locations subject to change. Call the Town Clerk's Office at 429-3303 to confirm.

Access the town meeting calendar at www.mansfieldct.org

UPCOMING TOWN EVENTS

Save the date!

WINTER FUN DAY

February 13, 2010; 11:00 AM; Outside the Mansfield Community Center

STORRS FARMERS MARKET

Opens the first Saturday in May through the last Saturday before Thanksgiving and the second and fourth Saturdays from December through April.

www.storrsfarmers.org

REGION #19 BUDGET REFERENDUM

May 4, 2010; Polls open 6:00 AM—8:00 PM; Audrey P. Beck Municipal Building, Council Chambers

ANNUAL TOWN MEETING

May 11, 2010; 7:00 PM; Mansfield Middle School Auditorium

MEMORIAL DAY PARADE

May 31, 2010; 9:00 AM; Bassetts Bridge Road/Rt. 195 to Mansfield Center Cemetery

TOUR de MANSFIELD

July 2010; Mansfield Community Center

CELEBRATE MANSFIELD WEEKEND

September 10 - 12, 2010; Mansfield Commercial District, Storrs Road

FOUR SCHOOLS BUILDING PROJECT

Upcoming Events—Preliminary Timeline

School Building Committee Meeting to Rank Options
Wednesday, February 24, 2010 – 5:00pm –
Council Chambers

*School Building Committee Informational
Public Meeting*
Monday, March 15, 2010 – 7:00pm –
Mansfield Middle School

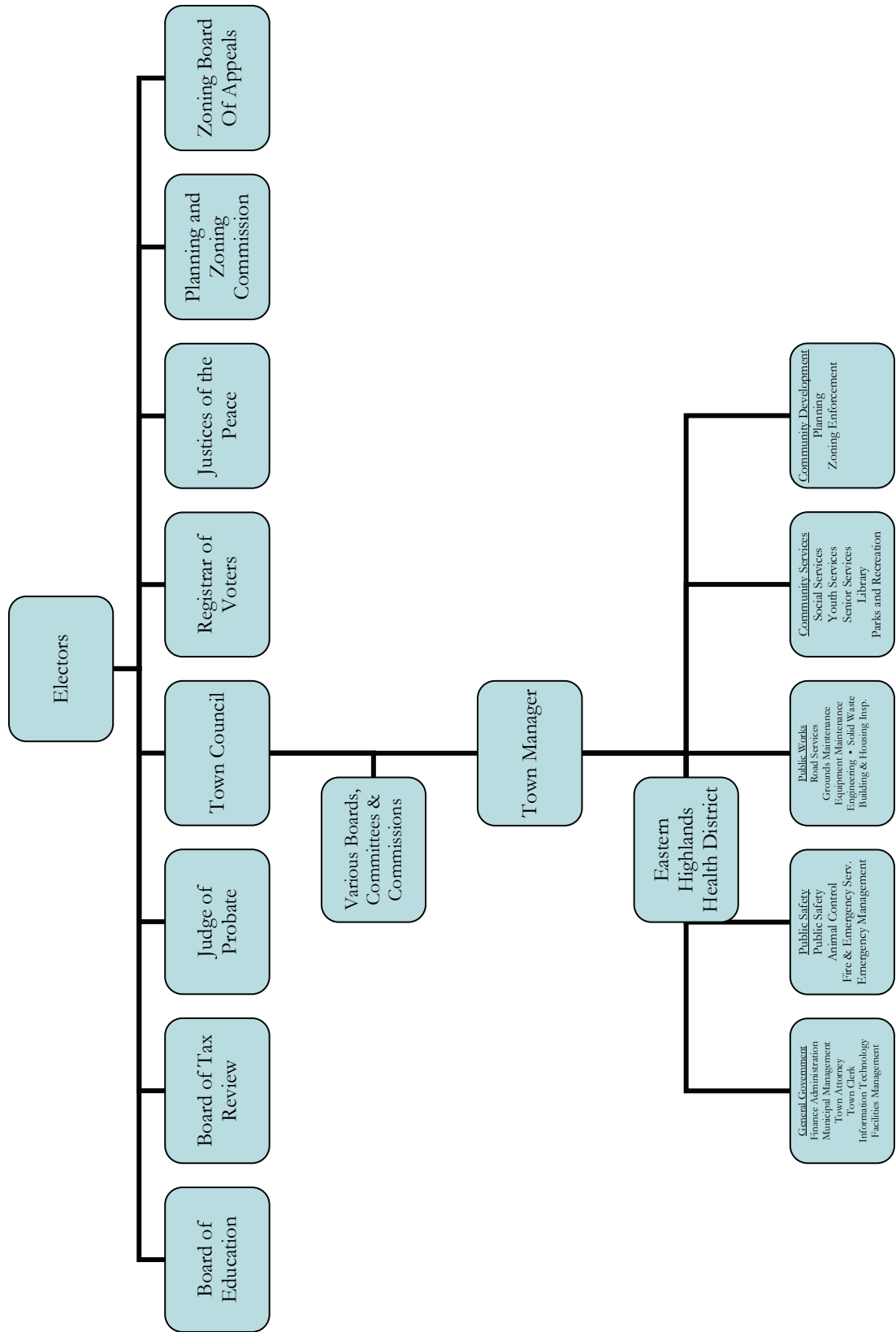
*Board of Education Recommends Preferred Option to
Town Council*
Monday, May 24, 2010 – 6:00pm –
Council Chambers

*Town Council Public Hearing: November 2010
Referendum Question*
Monday, June 14, 2010 – 7:00pm –
Council Chambers

*Town Council Vote on November 2010
Referendum Question*
Monday, June 28, 2010 – 7:30pm –
Council Chambers

Referendum
Tuesday, November 2, 2010

Town of Mansfield Organizational Chart



DIRECTORY

For Information On	Call	Phone	For Information On	Call	Phone
Accounts Payable	Finance	429-3345	Plumbing & Heat Permits	Building Office	429-3324
Administration	Town Manager	429-3336	Police - Non-Emergencies	Police Department	429-3357
Assessment	Assessor	429-3311	Police & Fire Emergencies	Police Department	911
Birth Certificates	Town Clerk	429-3302	Probate Court	Judge	429-3313
Building Permits	Building Office	429-3324	Purchasing	Finance	429-3345
Cemetery (Town)	Sexton	423-6881	Refuse & Recycling	Engineering	429-3333
Civil Preparedness	Civil Preparedness	429-3324	Registration of Voters	Registrar of Voters	429-3368
Community Center	Parks & Recreation	429-3015	Sanitary Inspection	Health Department	429-3325
Death Certificates	Town Clerk	429-3302	School Business Manager	Finance Director	429-3344
Deeds	Town Clerk	429-3302	Senior Center	Senior Center	429-0262
Demolition Permits	Building Office	429-3324	Snow Removal & Streets	Public Works Garage	429-3676
Dog Licenses	Town Clerk	429-3302	Taxes	Collector of Revenue	429-3306
Dog & Animal Problems	Animal Control Officer	487-0137	Town History	Town Historian	429-9789
Drainage Problems	Engineering	429-3334	Tree Warden	Public Works Dept.	429-3331
Electrical Permits	Building Office	429-3324	Voting	Registrar of Voters	429-3368
Elderly Dial-A-Ride	Dial-A-Ride	456-1462	Welfare	Human Services	429-3315
Elderly Municipal Agent	Senior Services	429-0262	Youth & Family Services	Youth Services	429-3317
Employment	Human Resources/Personnel	429-3336	Zoning Enforcement	Zoning Agent	429-3341
Engineering	Engineering	429-3334	BOARD OF EDUCATION		
Finance	Finance Director	429-3344	Central Office	Contact Person	Phone
Fire Marshal	Fire Marshal	429-3328	Superintendent of Schools	Fred Baruzzi	429-3350
Health Matters (Public)	Health Department	429-3325	Superintendent RSD #19	Bruce Silva	487-1862
Highways	Public Works Department	429-3331	Annie E. Vinton		
Housing Authority	Director of Housing Authority	487-0693	Principal	Dr. James Palmer	423-3086
Housing Inspection	Housing Inspection	487-4440	E.O. Smith High School		
Information Technology	Information Technology	429-3383	Principal	Louis F. DeLoreto	487-0877 x2434
Inland Wetlands	Engineering	429-3334	Goodwin School		
Landfill Permits	Engineering	429-3334	Principal	Debra Adamczyk	429-6316
Library	Mansfield Public Library	423-2501	Mansfield Middle School		
Marriage Licenses	Town Clerk	429-3302	Principal	Jeffrey Cryan	429-9341
Parking Tickets	Tax Collector	429-3374	Southeast School		
Passports	Probate	429-3313	Principal	Norma Fisher-Doiron	423-1611
Planning	Planning & Zoning Office	429-3330			

DIRECTORY

[illegible]